



**LAKE OF THE WOODS**

**Lake of the Woods School ISD #390  
June 22, 2026 @ 6:45 PM  
Board of Education Meeting - Auditorium**

**Board Meeting Agenda**

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Board Presenters
5. Written Communications
6. Old Business
7. New Business
  - a. Approval of the May 18, 2026, regular board meeting minutes.
  - b. Approval of the invoices, financial statements, bank reconciliation, wire transfers, and purchase card statements.
  - c. Approval of Personnel - Appointments:
    - i. Appointments
      1. Jack Cook - Summer Maintenance
      2. Shaedon Bowman - Summer Maintenance
      3. Caden Oleson - HS Social Studies
      4. Sadie Neist - Paraprofessional
    - ii. Resignations
      1. William Moeller - Bus Driver
      2. Charles Hammons - Custodian
      3. Mary Merchant - PreK-12 Principal
      4. Kyle Abendroth - Custodian
    - iii. Retirements
      1. Larry Eason - Custodian
  - d. Award milk bid for the 2026-2027 school year.
  - e. Approval of the review and final reading of policies:
    - i. 410 Family and Medical Leave Policy
    - ii. 503 Student Attendance
    - iii. 515 Protection and Privacy of Pupil Records
    - iv. 530 Immunization Records
    - v. 533 Wellness
    - vi. 615 Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students
    - vii. 701 Establishment and Adoption of School District Budget
    - viii. 721 Procurement
  - f. Approval of Health & Safety Agreement with NWSC for FY27-FY29
  - g. Approval of Resolution 2025/2026-22 accepting a donation of \$50.00 from the American Legion Auxiliary for the Ticket to Read program.
  - h. Approval of Resolution 2025/2026-23 accepting over \$3,000.00 from the community surrounding Lake of the Woods School for their donations to various teacher wish lists.

- i. Approval of Resolution 2025/2026-24 accepting a donation/grant of \$5,000.00 from the Nibbe Family Foundation to purchase an Inchy Book Machine.
  - j. Approval of Resolution 2025/2026-25 accepting a donation of over \$1,200.00 from the AAA Booster Club and two community members for the STEAM Room.
  - k. Approval of Resolution 2025/2026-26 accepting a donation of over \$200.00 from Lake of the Woods Designs and one community member for The CLAWset.
  - l. Approval of Resolution 2025/2026-27 accepting a donation of over \$6,750.00 from the Bethlehem Lutheran LWML, Salvation Army, and the Women of Today for the health office.
  - m. Approval of Resolution 2025/2026-28 appointing Scott Fitzsimonds, Superintendent, as Identified Official with Authority (IOWA) and Tracy Cook, District Assessment and MARSS Coordinator, to act as the proxy IOWA to add and remove names only for Lake of the Woods Independent School District 390, effective July 1, 2026.
  - n. Approval of the 2026-2027 school year budget
  - o. Approval of the MSHSL Resolution for Membership for the 2026/27 school year
  - p. Approval of Insurance & Risk Management Proposal from MarshMcLennan Agency, effective July 1, 2026.
  - q. Approval of Daycare Lease Agreements
    - i. Mercil, Jenica - Tree House Tots
    - ii. Walton, Trina - Little Friends Daycare
  - r. Anything new added from item "R" and down will need to be in red (this item can be replaced)
8. Other Business
9. Closed Session for Superintendent Evaluation
10. Adjourn

*If the meeting is canceled due to inclement weather, the meeting will be held on the next business day at the same time and location.*



Lake of the Woods School ISD #390  
May 18, 2026 @ 6:45 PM - ITV Room  
Board of Education - Crib Sheet

**Members Present:** Jerem Haack (Chair), Craig Severs (Vice Chair), Kayla Johnson (Clerk), Boyd Johnson (Director), Nate Hayes (Director)

**Members Absent:** Robyn Sonstegard (Treasurer)

**Others Present:** Scott Fitzsimonds, Mary Merchant, Woody Fiala, Jill Olson

1. **Call to Order by Chair Jerem Haack at 6:45 PM.**

2. **Pledge of Allegiance**

3. **Agenda**

Motion by Boyd Johnson second by Kayla Johnson to approve the May 18, 2026, meeting agenda.

**Motion passes (5-0)**

4. **Board Presenters**

5. **Written Communication**

6. **Old Business**

7. **New Business**

a. Motion by Boyd Johnson second by Craig Severs to approve the April 23, 2026, special board meeting minutes and the April 27, 2026, regular board meeting minutes

**Motion passes (5-0)**

b. Motion by Craig Severs second by Kayla Johnson to approve the Invoices, Financial Statements, Bank Reconciliation, Wire Transfers, and Purchase Card Statement.

**Motion passes (5-0)**

c. Motion by Kayla Johnson second by Jerem Haack to approve the appointments:

i. Appointments

1. Bryan Sathre - Varsity Football Coach

**Motion passes (5-0)**

d. Motion by Boyd Johnson second by Nate Hayes to approve the Interquest Detection Canines contract for the 2026-2027 school year.

**Motion passes (5-0)**

e. Motion by Kayla Johnson second by Boyd Johnson to approve the review and second reading of policies:

i. 410 Family and Medical Leave Policy

ii. 503 Student Attendance

iii. 515 Protection and Privacy of Pupil Records

iv. 530 Immunization Records

v. 533 Wellness

- vi. 615 Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students
  - vii. 701 Establishment and Adoption of School District Budget
  - viii. 721 Procurement
- Motion passes (5-0)**

f. Motion by Craig Severs second by Boyd Johnson to approve the increase in the cost of a single milk purchase to \$0.45 per carton.  
**Motion passes (5-0)**

**8. Other Business**

**10. Adjourned by Chair Jerem Haack at 6:48 PM.**

\_\_\_\_\_  
**Minutes Approved by: Chair, Jerem Haack**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Minutes Approved by: Clerk, Kayla Johnson**

\_\_\_\_\_  
**Date**



**CORPORATE CARD**

**Account Number** XXXX XXXX XXXX 1545  
**Account Name** BILLING ACCOUNT 041545  
**Company Name** LAKE OF THE WOODS SCHOOL

**Statement Date** Apr. 27, 2026

Previous Balance	\$8,932.79
Purchases	+14,758.09
Cash Advances	+0.00
Fees	+0.00
Adjustments	+0.00
Payments	-8,932.79
Closing Balance	\$14,758.09

**Balance Due** \$14,758.09  
**Payment Due Date** May 24, 2026

**CONTACT**

**General Inquiries**  
**Lost/Stolen Cards**

TOLL FREE CALLS US & CANADA	OUTSIDE US & CANADA (CALL COLLECT)
1-855-825-9234	262-780-8662
1-844-227-0528	262-780-8662

**PERIOD COVERED BY THIS STATEMENT**

Mar. 28, 2026 - Apr. 27, 2026

TRANS DATE	POSTING DATE	DESCRIPTION	AMOUNT (\$)
<b>BILLING ACCOUNT 041545</b>			<b>ACCOUNT NUMBER XXXX XXXX XXXX 1545</b>
Apr. 6	Apr. 6	AUTOMATIC PYMT RECEIVED	8,932.79 CR
			TOTAL CREDITS \$ -8,932.79
			TOTAL DEBITS \$ 0.00
			TOTAL ACTIVITY \$ -8,932.79

TRANS DATE	POSTING DATE	DESCRIPTION	AMOUNT (\$)
<b>DEPARTMENT, IT</b>			<b>ACCOUNT NUMBER XXXX XXXX XXXX 9846</b>
Apr. 23	Apr. 24	PAYPAL *AGPARTSWORL 7247153469 PA	397.80
			TOTAL CREDITS \$ 0.00
			TOTAL DEBITS \$ 397.80
			TOTAL ACTIVITY \$ 397.80

Continued on next page



P.O. BOX 5700  
CAROL STREAM IL 60197-5700

Account Number 5525 2700 0004 1545  
Balance Due \$14,758.09  
Payment Due Date May 24, 2026

BILLING ACCOUNT 041545  
ATTN SHENA BRANDT  
PO BOX 310  
BAUDETTE MN 56623-0310

000A

**The balance due will be automatically debited from your bank account as you authorized.**

5525270000041545 0000001475809 0000001475809

**Account Number** XXXX XXXX XXXX 1545  
**Account Name** BILLING ACCOUNT 041545

**Statement Date:** Apr. 27, 2026

TRANS DATE	POSTING DATE	DESCRIPTION	AMOUNT (\$)
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**ISD 390, ATHLETICS**

**ACCOUNT NUMBER XXXX XXXX XXXX 9381**

Mar. 31	Mar. 31	Scheels All Sports Inc Fargo ND	774.19
Apr. 14	Apr. 15	SP K2AWARDS RICHMOND VA	91.42
Apr. 15	Apr. 15	AMAZON MKTPL*BS08K6OU2 SEATTLE WA	39.98
Apr. 22	Apr. 23	ATHLETIC.NET SHERWOOD OR	135.00

TOTAL CREDITS \$ 0.00  
TOTAL DEBITS \$ 1,040.59  
TOTAL ACTIVITY \$ 1,040.59

**ISD 390, ELEMENTARY**

**ACCOUNT NUMBER XXXX XXXX XXXX 2530**

Apr. 24	Apr. 27	BEST WESTERN ST CLOUD SAINT CLOUD MN	311.88
Apr. 24	Apr. 24	TST* GRIZZLY'S - WAITE WAITE PARK MN	20.65
Apr. 25	Apr. 27	DAIRY QUEEN #10210 MOTLEY MN	9.96
Apr. 26	Apr. 27	AWL*PEARSON EDUCATION UPPER SADDLE NJ	519.75

TOTAL CREDITS \$ 0.00  
TOTAL DEBITS \$ 862.24  
TOTAL ACTIVITY \$ 862.24

**ISD 390, GENERAL**

**ACCOUNT NUMBER XXXX XXXX XXXX 8013**

Mar. 27	Mar. 30	OTC BRANDS *OTC BRAND OMAHA NE	96.34
Mar. 27	Mar. 30	OTC BRANDS *OTC BRAND OMAHA NE	32.20
Mar. 27	Mar. 30	NAEIR GALESBURG IL	74.75
Apr. 1	Apr. 1	THRIFT BOOKS GLOBAL, L 2532752241 WA	349.78
Apr. 15	Apr. 17	DEMCO INC MADISON WI	648.52
Apr. 20	Apr. 22	OTC BRANDS *OTC BRAND OMAHA NE	10.74
Apr. 21	Apr. 23	OTC BRANDS *OTC BRAND OMAHA NE	16.05
Apr. 21	Apr. 23	OTC BRANDS *OTC BRAND OMAHA NE	22.54
Apr. 22	Apr. 24	OTC BRANDS *OTC BRAND OMAHA NE	40.76

TOTAL CREDITS \$ 0.00  
TOTAL DEBITS \$ 1,291.68  
TOTAL ACTIVITY \$ 1,291.68

*Continued on next page*

**Remember**

\* The balance due will be automatically debited from your bank account as you authorized.

Account Number XXXX XXXX XXXX 1545  
 Account Name BILLING ACCOUNT 041545

Statement Date: Apr. 27, 2026

TRANS DATE	POSTING DATE	DESCRIPTION	AMOUNT (\$)
<b>ISD 390, HIGH SCHOOL</b>			<b>ACCOUNT NUMBER XXXX XXXX XXXX 0870</b>
Mar. 30	Mar. 31	ALL ABOUT LEARNING EAGLE RIVER WI	147.65
Apr. 3	Apr. 3	TCT*ANDERSON'S WHITE BEAR LAMN	401.47
Apr. 9	Apr. 10	AWARD EMBLEM BOLINGBROOK IL	103.45
Apr. 10	Apr. 13	Scheels All Sports Inc Fargo ND	47.00
Apr. 15	Apr. 16	JOY2TEACH.COM MECHANICSBURGPA	119.00
Apr. 15	Apr. 16	TEACHERSPAYTEACHERS.CO 6465880910 CA	184.97
Apr. 18	Apr. 20	HOBBY-LOBBY #656 BEMIDJI MN	29.25
Apr. 18	Apr. 20	MENARDS BEMIDJI MN BEMIDJI MN	87.23
Apr. 25	Apr. 27	HOMETOWN HARDWARE HANK BAUDETTE MN	17.09
			TOTAL CREDITS \$ 0.00
			TOTAL DEBITS \$ 1,137.11
			TOTAL ACTIVITY \$ 1,137.11
<b>ISD 390, MAINTENANCE</b>			<b>ACCOUNT NUMBER XXXX XXXX XXXX 2548</b>
Apr. 21	Apr. 22	eBay O*09-14537-53167 San Jose CA	112.17
Apr. 23	Apr. 24	VARSITYSCOREBOARDS.COM MURRAY KY	474.00
			TOTAL CREDITS \$ 0.00
			TOTAL DEBITS \$ 586.17
			TOTAL ACTIVITY \$ 586.17
<b>ISD 390, TRANSPORTATION</b>			<b>ACCOUNT NUMBER XXXX XXXX XXXX 3301</b>
Mar. 30	Mar. 31	SEGWAY TOURS MINNEAPOLIS MN	2,520.00
			TOTAL CREDITS \$ 0.00
			TOTAL DEBITS \$ 2,520.00
			TOTAL ACTIVITY \$ 2,520.00
<b>OFFICE, DISTRICT</b>			<b>ACCOUNT NUMBER XXXX XXXX XXXX 8561</b>
Apr. 8	Apr. 9	ELECTRIC MOTOR SUPPLY FRIDLEY MN	5,500.00
			TOTAL CREDITS \$ 0.00
			TOTAL DEBITS \$ 5,500.00
			TOTAL ACTIVITY \$ 5,500.00
<b>OFFICE, MAIN</b>			<b>ACCOUNT NUMBER XXXX XXXX XXXX 4058</b>
Mar. 24	Mar. 30	WALMART.COM 8009256278 BENTONVILLE AR	104.70
Mar. 30	Mar. 31	WALMART.COM 8009256278 BENTONVILLE AR	23.49
Mar. 30	Mar. 31	WALMART.COM 8009256278 BENTONVILLE AR	46.98
Apr. 14	Apr. 15	BSN SPORTS LLC FARMERS BRANCTX	217.89
Apr. 17	Apr. 20	SAMS CLUB #8172 FARGO ND	214.44
Apr. 20	Apr. 21	FSP*BREEZY POINT - HOT BREEZY POINT MN	785.00
Apr. 25	Apr. 27	WAL-MART #4244 PARK RAPIDS MN	30.00
			TOTAL CREDITS \$ 0.00
			TOTAL DEBITS \$ 1,422.50
			TOTAL ACTIVITY \$ 1,422.50

Report any items which do not agree with your records within 30 days of the statement date.



# BORDER BANK

202 Main Street Badger MN 56714

Date 5/29/26 Page 1  
Primary Account Acct Ending 0029

10007679

Independent School District No. 390 (Lak)  
PO Box 310  
Baudette MN 56623

SUMMARY OF ACCOUNTS		
Account Number	Account Title	Current Balance
Acct Ending 0029	Simple Savings Plus - Business	551,952.38

### SAVINGS ACCOUNT(S)

Account Title: Independent School District No. 390 (Lak)

Simple Savings Plus - Business		Statement Dates	5/01/26 thru	5/31/26
Account Number	Acct Ending 0029	Days in the statement period	31	
Previous Balance	531,995.07	6 Deposits/Credits	19,138.82	
Debits	.00	Service Charge	.00	
Interest Paid	818.49	Interest Earned	818.49	
Ending Balance	551,952.38	Annual Percentage Yield Earned	1.80%	
		2026 Interest Paid	3,612.70	

\* 0 6 3 2 0 0 0 2 5 1 0 2 0 2 0 0 0 \*

	Total For This Period	Total Year-to-Date
Total overdraft item fees	\$ .00	\$ .00
Total returned item fees	\$ .00	\$ .00

DEPOSITS AND OTHER CREDITS		
Date	Description	Amount
5/05	Deposit	✓ 2,954.33
5/07	MN State-MMB ACH	✓ 796.61
	CCD	
5/14	Deposit	✓ 1,510.93
5/20	Deposit	✓ 5,928.80
5/22	Deposit	✓ 1,248.35
5/27	Deposit	✓ 6,699.80
5/31	Interest Deposit	✓ 818.49

Notice: See reverse side for important information





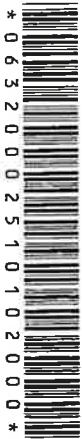


**BORDER**  
BANK

Date 5/29/26 Page 2  
Primary Account Acct Ending 0029

DAILY BALANCE SUMMARY						
Date	Balance		Date	Balance	Date	Balance
5/01	531,995.07		5/05	534,949.40	5/07	535,746.01
5/14	537,256.94		5/20	543,185.74	5/22	544,434.09
5/27	551,133.89		5/31	551,952.38		

INTEREST RATE SUMMARY		
Date	Rate	
4/30	1.785000%	





202 Main Street Badger MN 56714

Date 5/29/26 Page 1  
 Primary Account Acct Ending 0093

10010536  
 Independent School District No. 390 (Lak  
 PO Box 310  
 Baudette MN 56623

SUMMARY OF ACCOUNTS		
Account Number	Account Title	Current Balance
Acct Ending 0093	Simple Business Checking	643,402.04

**CHECKING ACCOUNT(S)**

Account Title: Independent School District No. 390 (Lak

Simple Business Checking		Number of Enclosures	97
Account Number	Acct Ending 0093	Statement Dates	5/01/26 thru 5/31/26
Previous Balance	884,925.90	Days in the statement period	31
34 Deposits/Credits	482,995.53		
126 Debits	724,519.39		
Service Fee Summary	.00		
Interest Paid	.00		
Ending Balance	643,402.04		

	Total For This Period	Total Year-to-Date
Total overdraft item fees	\$ .00	\$ .00
Total returned item fees	\$ .00	\$ .00

DEPOSITS AND OTHER CREDITS		
Date	Description	Amount
5/01	i3Education SV9T [REDACTED] CCD [REDACTED]	696.98
5/04	i3Education SV9T [REDACTED] CCD [REDACTED]	548.41
5/05	i3Education SV9T [REDACTED] CCD [REDACTED]	40.00
5/05	i3Education SV9T [REDACTED] CCD [REDACTED]	113.68
5/05	i3Education SV9T [REDACTED] CCD [REDACTED]	401.10
5/06	i3Education SV9T [REDACTED]	50.00

Notice: See reverse side for important information





DEPOSITS AND OTHER CREDITS		
Date	Description	Amount
5/06	CCD [REDACTED] i3Education SV9T [REDACTED]	124.29
5/07	CCD [REDACTED] i3Education SV9T [REDACTED]	506.28
5/08	CCD [REDACTED] i3Education SV9T [REDACTED]	25.00
5/08	CCD [REDACTED] i3Education SV9T [REDACTED]	426.13
5/11	CCD [REDACTED] i3Education SV9T [REDACTED]	80.00
5/11	CCD [REDACTED] i3Education SV9T [REDACTED]	166.55
5/12	CCD [REDACTED] i3Education SV9T [REDACTED]	227.37
5/13	CCD [REDACTED] i3Education SV9T [REDACTED]	476.24
5/14	CCD [REDACTED] i3Education SV9T [REDACTED]	444.42
5/15	CCD [REDACTED] i3Education SV9T [REDACTED]	599.63
5/15	MN State-MMB ACH CTX ISA*00* [REDACTED] *00* [REDACTED] [REDACTED] [REDACTED]	321,817.79
5/18	CCD [REDACTED] i3Education SV9T [REDACTED]	341.35
5/19	CCD [REDACTED] i3Education SV9T [REDACTED]	217.06
5/20	CCD [REDACTED] i3Education SV9T [REDACTED]	70.10
5/20	CCD [REDACTED] i3Education SV9T [REDACTED]	362.57
5/20	MN State-MMB ACH CTX ISA*00* [REDACTED] *00* [REDACTED] [REDACTED] [REDACTED]	37,447.35
5/21	CCD [REDACTED] i3Education SV9T [REDACTED]	59.25
5/21	CCD [REDACTED] i3Education SV9T [REDACTED]	93.37
5/22	CCD [REDACTED] i3Education SV9T [REDACTED]	29.00
5/22	MERCHANT BANKCD DEPOSIT CCD [REDACTED]	160.00
5/22	CCD [REDACTED] i3Education SV9T [REDACTED]	294.96
5/26	CCD [REDACTED] i3Education SV9T [REDACTED]	83.70
5/26	CCD [REDACTED] i3Education SV9T [REDACTED]	248.29



DEPOSITS AND OTHER CREDITS		
Date	Description	Amount
5/27	CCD [REDACTED] i3Education SV9T [REDACTED]	13.15
5/27	CCD [REDACTED] i3Education SV9T [REDACTED]	32.15
5/27	CCD [REDACTED] i3Education SV9T [REDACTED]	93.07
5/28	CCD [REDACTED] i3Education SV9T [REDACTED]	72.45
5/29	MN State-MMB ACH CTX ISA*00* *00* [REDACTED] [REDACTED] [REDACTED] [REDACTED]	116,633.84

DEBITS AND OTHER WITHDRAWALS		
Date	Description	Amount
5/01	ISD 928 NORTHWES ACH CCD	52,670.80-
5/04	MERCHANT BANKCD DEPOSIT CCD	87.61-
5/04	AFLAC COLUMBUS ACHPMT CCD 1-800-992-3522	135.06-
5/04	VSP INSURANCE CO [REDACTED] CCD	249.50-
5/04	IRS USATAXPYMT CCD	34,198.13-
5/05	MN DEPT OF REVEN MN Rev pay CCD MN DEPT. OF REVENUE	5,255.26-
5/05	MN PERA PERA WEB [REDACTED]	9,487.08-
5/05	BMO PAYMENT BMO PYMT PPD	14,758.09-
5/05	MN Teachers Ret MNTRA CCD	18,090.46-
5/06	DELTA DENTAL DIRECT DEB CCD	2,097.96-
5/07	Edu Benefit Cons ePay CCD	9,283.14-
5/08	WEX HEALTH INC PLAN FUND CCD PRETAX BENEFIT TRANS	2,177.10-
5/13	I3 VERTICALS LLC MPN CCD	50.70-
5/13	I3 VERTICALS LLC MPN CCD	96.62-
5/14	WEX HEALTH INC PLAN FUND CCD PRETAX BENEFIT TRANS	300.00-
5/15	ISD#390 PAYROLL PPD Payroll	132,009.51-
5/15	withdrawal/Debit	582.34-
5/18	SCHOOL MANAGEM SALE CCD	225.00-



DEBITS AND OTHER WITHDRAWALS		
Date	Description	Amount
5/18	SCHOOL MANAGEMEN SALE CCD	2,095.60-
5/18	ISD#390 PAYROLL PPD Payroll	3,258.25-
5/18	IRS USATAXPYMT CCD	38,626.96-
5/19	WEX HEALTH INC CLAIM FUND CCD PRETAX BENEFIT TRANS	3,240.00-
5/19	Lake of the Wood ██████████ PPD ACH BATCH	4,826.93-
5/19	MN DEPT OF REVEN MN Rev pay CCD MN DEPT. OF REVENUE	6,056.99-
5/19	MN PERA PERA WEB ██████████	10,455.82-
5/19	MN Teachers Ret MNTRA CCD	19,016.44-
5/20	WEX HEALTH INC PLAN FUND CCD PRETAX BENEFIT TRANS	2,077.10-
5/20	Edu Benefit Cons ePay CCD	9,283.14-
5/22	WEX HEALTH INC WH Admin PPD	77.00-
5/29	ISD#390 PAYROLL PPD Payroll	150,673.92-

CHECKS IN NUMBER ORDER								
Date	Check No	Amount	Date	Check No	Amount	Date	Check No	Amount
5/05	33626	534.31	5/05	33627	534.29	5/29	33628	60.62
5/26	9479099*	237.97	5/18	9479314*	150.00	5/08	9479351*	125.00
5/04	9479432*	118.26	5/05	9479436*	457.96	5/01	9479443*	120.00
5/15	9479444	232.00	5/11	9479446*	1,870.00	5/20	9479447	292.00
5/08	9479448	1,870.00	5/01	9479449	360.00	5/05	9479450	320.00
5/06	9479451	217.08	5/06	9479453*	124.00	5/15	9479454	150.00
5/08	9479455	16.05	5/11	9479456	700.17	5/14	9479457	2,000.00
5/11	9479458	196.45	5/07	9479459	171.08	5/06	9479460	131.14
5/07	9479461	897.60	5/01	9479462	1,066.17	5/07	9479463	1,388.46
5/05	9479464	146.53	5/07	9479465	884.98	5/05	9479466	1,001.00
5/05	9479467	2,964.43	5/12	9479468	795.60	5/06	9479469	540.00
5/06	9479470	464.70	5/06	9479471	170.40	5/06	9479472	120.00
5/08	9479473	200.00	5/11	9479474	440.70	5/14	9479475	19.98
5/12	9479476	229.70	5/13	9479477	145.98	5/15	9479478	3,220.00
5/13	9479479	150.40	5/13	9479480	65.70	5/18	9479481	127.84
5/18	9479482	1,563.42	5/14	9479483	237.97	5/13	9479484	141.14
5/13	9479485	626.86	5/15	9479486	165.44	5/14	9479487	513.94
5/13	9479488	123.31	5/13	9479489	1,293.51	5/14	9479490	43.85
5/12	9479491	690.00	5/18	9479492	122.78	5/12	9479493	41.78
5/13	9479494	9,335.69	5/14	9479495	320.50	5/14	9479496	110.00
5/12	9479497	1,899.46	5/13	9479498	299.20	5/12	9479499	249.00
5/12	9479500	200.00	5/13	9479501	120.00	5/13	9479502	312.00
5/14	9479503	200.00	5/12	9479504	190.00	5/14	9479505	120.00
5/20	9479508*	786.60	5/21	9479509	118.80	5/20	9479510	110.25
5/21	9479511	237.55	5/19	9479512	50.40	5/21	9479513	433.60
5/19	9479514	331.22	5/21	9479515	377.70	5/22	9479516	4,375.57
5/19	9479517	9,805.13	5/20	9479518	127.50	5/19	9479519	3,998.87

\* Denotes missing check numbers



CHECKS IN NUMBER ORDER								
Date	Check No	Amount	Date	Check No	Amount	Date	Check No	Amount
5/26	9479520	5.00	5/22	9479521	824.35	5/28	9479524*	217.08
5/27	9479525	28.25	5/28	9479526	5,000.00	5/28	9479527	123.40
5/27	9479529*	2,595.60	5/28	9479530	3,970.00	5/27	9479533*	713.40
5/27	9479534	125.00	5/29	9479536*	1,551.82	5/29	9479537	300.00
5/27	9479538	179.54	5/27	9479540*	267.00	5/27	9479541	111,474.85

\* Denotes missing check numbers

DAILY BALANCE INFORMATION					
Date	Balance	Date	Balance	Date	Balance
5/01	831,405.91	5/04	797,165.76	5/05	744,171.13
5/06	740,480.14	5/07	728,361.16	5/08	724,424.14
5/11	721,463.37	5/12	717,395.20	5/13	705,110.33
5/14	701,688.51	5/15	887,746.64	5/18	841,918.14
5/19	784,353.40	5/20	809,556.83	5/21	808,541.80
5/22	803,748.84	5/26	803,837.86	5/27	688,592.59
5/28	679,354.56	5/29	643,402.04		



Lake of the Woods Public Schools #390  
 Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 0-99999999

Batch	Bank	Pyamt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
	BOR	53467	9479471	Check	1	2013		LUND, TOM	Yes	Yes	No	05/04/2026	170.40
		53468	9479472	Check	1	5462		STODGELL, PHIL	Yes	Yes	No	05/04/2026	120.00
		53476	9479473	Check	1	5210		FISH, DAVID	Yes	Yes	No	05/07/2026	200.00
		53477	9479474	Check	1	5576		TAUS, DAVID	Yes	Yes	No	05/07/2026	440.70
		53485	9479475	Check	1	2899		AMAZON CAPITAL SERVICES	Yes	Yes	No	05/08/2026	19.98
		53497	9479476	Check	1	5308		AT&T MOBILITY	Yes	Yes	No	05/08/2026	229.70
		53496	9479477	Check	1	5278		AVIBEN - EDUCATOR BENEFIT CONSL	Yes	Yes	No	05/08/2026	145.98
		53478	9479478	Check	1	00154		Baudette Municipal Light/Water	Yes	Yes	No	05/08/2026	3,220.00
		53494	9479479	Check	1	5181		Bimbo Bakeries USA	Yes	Yes	No	05/08/2026	150.40
		53492	9479480	Check	1	5042		Cardio Partners	Yes	Yes	No	05/08/2026	65.70
		53483	9479481	Check	1	09546		CenturyLink	Yes	Yes	No	05/08/2026	127.84
		53501	9479482	Check	1	5591		CM2 SUPPLY	Yes	Yes	No	05/08/2026	1,563.42
		53488	9479483	Check	1	4433		DISCOUNT SCHOOL SUPPLY	Yes	Yes	No	05/08/2026	237.97
		53481	9479484	Check	1	06109		ECOLAB Pest Elimination Div.	Yes	Yes	No	05/08/2026	141.14
		53480	9479485	Check	1	01005		HAWKINS, INC.	Yes	Yes	No	05/08/2026	626.86
		53486	9479486	Check	1	3035		Hometown Hardware	Yes	Yes	No	05/08/2026	165.44
		53484	9479487	Check	1	2315		HUGOS LAKE OF THE WOODS FOODS	Yes	Yes	No	05/08/2026	513.94
		53490	9479488	Check	1	4847		Josten's	Yes	Yes	No	05/08/2026	123.31
		53491	9479489	Check	1	5031		KEMPS LLC	Yes	Yes	No	05/08/2026	1,293.51
		53493	9479490	Check	1	5079		MILESTONES & MEMORIES, llc	Yes	Yes	No	05/08/2026	43.85
		53498	9479491	Check	1	5389		Mobile Radio Engineering, Inc.	Yes	Yes	No	05/08/2026	690.00
		53489	9479492	Check	1	4554		NAPA AUTO PARTS - BAUDETTE	Yes	Yes	No	05/08/2026	122.78
		53500	9479493	Check	1	5574		NORTH CENTRAL INTERNATIONAL	Yes	Yes	No	05/08/2026	41.78
		53479	9479494	Check	1	00709		North Star Electric Coop, Inc.	Yes	Yes	No	05/08/2026	9,335.69
		53487	9479495	Check	1	3955		Northern Light Region	Yes	Yes	No	05/08/2026	320.50
		53482	9479496	Check	1	08770		Northwest Service Coop	Yes	Yes	No	05/08/2026	110.00
		53499	9479497	Check	1	5423		PERFORMANCE FOOD SERVICE	Yes	Yes	No	05/08/2026	1,899.46
		53495	9479498	Check	1	5196		TechCHECK	Yes	Yes	No	05/08/2026	299.20
		53503	9479499	Check	1	5513		BENGSTON, BEN	Yes	Yes	No	05/08/2026	249.00
		53502	9479500	Check	1	5462		STODGELL, PHIL	Yes	Yes	No	05/08/2026	200.00
		53514	9479501	Check	1	5513		BENGSTON, BEN	Yes	Yes	No	05/11/2026	120.00
		53512	9479502	Check	1	4705		Dahl, Brad	Yes	Yes	No	05/11/2026	312.00
		53511	9479503	Check	1	2013		LUND, TOM	Yes	Yes	No	05/11/2026	200.00
		53513	9479504	Check	1	5462		STODGELL, PHIL	Yes	Yes	No	05/11/2026	190.00
		53515	9479505	Check	1	5513		BENGSTON, BEN	Yes	Yes	No	05/11/2026	120.00
		53551	9479506	Check	1	5212		BEMIDJI STATE UNIVERSITY	Yes	No	No	05/14/2026	80.00
		53550	9479507	Check	1	4605		JONES, DANIEL	Yes	No	No	05/14/2026	125.00
		53557	9479508	Check	1	2899		AMAZON CAPITAL SERVICES	Yes	Yes	No	05/14/2026	786.60
		53561	9479509	Check	1	5181		Bimbo Bakeries USA	Yes	Yes	No	05/14/2026	118.80

Lake of the Woods Public Schools #390  
 Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 0-99999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
	BOR	53560	9479510	Check	1	5087		BSN Sports LLC	Yes	Yes	No	05/14/2026	110.25
		53564	9479511	Check	1	5591		CM2 SUPPLY	Yes	Yes	No	05/14/2026	237.55
		53552	9479512	Check	1	00229		Dodds Lumber Co.	Yes	Yes	No	05/14/2026	50.40
		53556	9479513	Check	1	08899		GRAINGER	Yes	Yes	No	05/14/2026	433.60
		53558	9479514	Check	1	5010		Herc-U-Lift	Yes	Yes	No	05/14/2026	331.22
		53559	9479515	Check	1	5031		KEMPS LLC	Yes	Yes	No	05/14/2026	377.70
		53554	9479516	Check	1	04047		MINNESOTA ENERGY RESOURCES	Yes	Yes	No	05/14/2026	4,375.57
		53563	9479517	Check	1	5590		NORTHDALE OIL - BAUDETTE	Yes	Yes	No	05/14/2026	9,805.13
		53555	9479518	Check	1	05173		Northern Door & Hardware	Yes	Yes	No	05/14/2026	127.50
		53562	9479519	Check	1	5423		PERFORMANCE FOOD SERVICE	Yes	Yes	No	05/14/2026	3,998.87
		53553	9479520	Check	1	00760		Poppler's Music	Yes	Yes	No	05/14/2026	5.00
		53565	9479521	Check	1	5790		LAVALLA ELECTRIC	Yes	Yes	No	05/18/2026	824.35
		53575	9479522	Check	1	4664		LAWRENCE, THOMAS	Yes	No	No	05/19/2026	234.00
		53574	9479523	Check	1	3767		THOMPSON, JOE	Yes	No	No	05/19/2026	199.00
		53584	9479524	Check	1	4138		AFSCME Council 65	Yes	Yes	No	05/20/2026	217.08
		53576	9479525	Check	1	00130		Auto Value Baudette	Yes	Yes	No	05/20/2026	28.25
		53590	9479526	Check	1	5523		BEMIDJI BUS LINE	Yes	Yes	No	05/20/2026	5,000.00
		53588	9479527	Check	1	5181		Bimbo Bakeries USA	Yes	Yes	No	05/20/2026	123.40
		53582	9479528	Check	1	3169		BRIC	Yes	No	No	05/20/2026	30.00
		53580	9479529	Check	1	1234		Canon Financial Services, Inc.	Yes	Yes	No	05/20/2026	2,595.60
		53589	9479530	Check	1	5291		CCN SERVICES	Yes	Yes	No	05/20/2026	3,970.00
		53585	9479531	Check	1	4837		Docu Shred Inc.	Yes	No	No	05/20/2026	125.19
		53586	9479532	Check	1	4956		i3-MPN, LLC	Yes	No	No	05/20/2026	400.00
		53587	9479533	Check	1	5031		KEMPS LLC	Yes	Yes	No	05/20/2026	713.40
		53581	9479534	Check	1	3121		KENNEDY & GRAVEN, CHARTERED	Yes	Yes	No	05/20/2026	125.00
		53577	9479535	Check	1	00619		Lake of the Woods Education Assoc.	Yes	No	No	05/20/2026	1,066.17
		53591	9479536	Check	2	5735		Madison National NIS-PFML	Yes	Yes	No	05/20/2026	1,551.82
		53592	9479537	Check	1	4530		Marco Technologies LLC	Yes	Yes	No	05/20/2026	300.00
		53578	9479538	Check	1	03261		MSEA	Yes	Yes	No	05/20/2026	179.54
		53579	9479539	Check	1	08770		Northwest Service Coop	Yes	No	No	05/20/2026	392.50
		53583	9479540	Check	1	4100		Pemberton Law, P.L.L.P.	Yes	Yes	No	05/20/2026	267.00
		53593	9479541	Check	1	5256		WIDSETH SMITH NOTLING & ASSOCIA	Yes	Yes	No	05/20/2026	111,474.85
		53600	9479542	Check	1	2899		AMAZON CAPITAL SERVICES	Yes	No	No	05/28/2026	508.07
		53603	9479543	Check	1	3169		BRIC	Yes	No	No	05/28/2026	20,169.32
		53594	9479544	Check	1	00229		Dodds Lumber Co.	Yes	No	No	05/28/2026	138.34
		53598	9479545	Check	1	08899		GRAINGER	Yes	No	No	05/28/2026	439.24
		53610	9479546	Check	1	5420		H & B SPECIALIZED PRODUCTS	Yes	No	No	05/28/2026	31,427.00
		53595	9479547	Check	1	00414		HILLYARD	Yes	No	No	05/28/2026	539.94
		53602	9479548	Check	1	3121		KENNEDY & GRAVEN, CHARTERED	Yes	No	No	05/28/2026	1,323.00

Lake of the Woods Public Schools #390  
 Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 0-99999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
BOR		53612	9479549	Check	1	5792		LAKE OF THE WOODS DESIGNS	Yes	No	No	05/28/2026	6.00
		53606	9479550	Check	1	4692		Lein, Harvey	Yes	No	No	05/28/2026	360.00
		53605	9479551	Check	1	4530		Marco Technologies LLC	Yes	No	No	05/28/2026	726.36
		53599	9479552	Check	1	1091		MAUS, HEIDI	Yes	No	No	05/28/2026	150.00
		53608	9479553	Check	1	5106		Minnesota Backflow	Yes	No	No	05/28/2026	842.00
		53601	9479554	Check	1	3079		Oak Crest Golf Course	Yes	No	No	05/28/2026	90.00
		53607	9479555	Check	1	4853		SAFETYFIRST PLAYGROUND	Yes	No	No	05/28/2026	181.31
		53597	9479556	Check	1	04692		SCHOOL SPECIALTY	Yes	No	No	05/28/2026	94.44
		53604	9479557	Check	1	3178		SCHOOL SPECIALTY	Yes	No	No	05/28/2026	323.80
		53611	9479558	Check	1	5791		SCHWENZFEIER, ERIN	Yes	No	No	05/28/2026	23.34
		53609	9479559	Check	1	5277		Super Bright LEDs Inc	Yes	No	No	05/28/2026	434.80
		53596	9479560	Check	1	04679		Walleye Capital Sanitation	Yes	No	No	05/28/2026	795.60
		53619	9479561	Check	1	4138		AFSCME Council 65	Yes	No	No	05/29/2026	217.08
		53620	9479562	Check	1	00619		Lake of the Woods Education Assoc.	Yes	No	No	05/29/2026	1,067.01
		53621	9479563	Check	1	03261		MSEA	Yes	No	No	05/29/2026	205.13
		53622	9479564	Check	2	5735		Madison National NIS-PFML	Yes	No	No	05/29/2026	1,740.64
		53623	9479565	Check	1	5679		MARSH & MCLENNAN AGENCY	Yes	No	No	05/29/2026	2,014.00
Bank Total: BOR												\$238,407.31	
Report Total:												\$238,407.31	

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 202601-202611 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
BOR	9479471	2013		LUND, TOM		Check		
			E 01	222 292 000 305 000	Ump Baseball - 05/04/26		\$120.00	
			E 01	222 292 000 305 000	Mileage		\$50.40	
PO#:	Voucher #:	79839	Invoice	Invoice No: 05/04/26	5/4/2026	Paid Amt:	\$170.40	
						Check Amount:	\$170.40	
BOR	9479472	5462		STODGELL, PHIL		Check		
			E 01	222 292 000 305 000	Ump Baseball - 05/04/26		\$120.00	
PO#:	Voucher #:	79838	Invoice	Invoice No: 05/04/26	5/4/2026	Paid Amt:	\$120.00	
						Check Amount:	\$120.00	
BOR	9479473	5210		FISH, DAVID		Check		
			E 01	222 292 000 305 000	Ump Softball - 05/07/26		\$200.00	
PO#:	Voucher #:	79845	Invoice	Invoice No: 05/07/26	5/7/2026	Paid Amt:	\$200.00	
						Check Amount:	\$200.00	
BOR	9479474	5576		TAUS, DAVID		Check		
			E 01	222 292 000 305 000	Ump Softball - 05/07/26		\$200.00	
			E 01	222 292 000 305 000	Mileage		\$240.70	
PO#:	Voucher #:	79844	Invoice	Invoice No: 05/07/26	5/7/2026	Paid Amt:	\$440.70	
						Check Amount:	\$440.70	
BOR	9479475	2899		AMAZON CAPITAL SERVICES		Check		
			E 01	005 810 000 401 000	B07K89DP2F - Leadseals(R) 100 Plastic Tem		\$12.99	
			E 01	005 810 000 401 000	Shipping		\$6.99	
PO#:	Voucher #:	79848	Invoice	Invoice No: 1NHV-JXVH-LFQV	5/8/2026	Paid Amt:	\$19.98	
						Check Amount:	\$19.98	
BOR	9479476	5308		AT&T MOBILITY		Check		
			E 01	300 211 000 320 000	Substitutes		\$45.94	
			E 01	100 203 000 320 000	Main Office		\$45.94	
			E 01	200 720 000 320 000	Nurse Phone		\$45.94	
			E 01	005 020 000 320 000	Superintendent		\$45.94	
			E 01	005 020 000 320 000	LOW Principle		\$45.94	
PO#:	Voucher #:	79851	Invoice	Invoice No: 05/07/26	5/8/2026	Paid Amt:	\$229.70	
						Check Amount:	\$229.70	
BOR	9479477	5278		AVIBEN - EDUCATOR BENEFIT CONSULTANTS		Check		
			E 01	005 010 000 305 000	403B Compliance - Admin & Compliance Servi		\$145.98	
PO#:	Voucher #:	79841	Invoice	Invoice No: 41871	5/8/2026	Paid Amt:	\$145.98	
						Check Amount:	\$145.98	

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 202601-202611 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
BOR	9479478	00154		<b>Baudette Municipal Light/Water</b>		<b>Check</b>
			E 01	005 810 000 330 000	Utility Service	\$2,415.00
			E 04	005 590 321 330 811	Utility Service-Pool	\$805.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>79852</b>	Invoice	<b>Invoice No:</b> 05/07/26	<b>5/8/2026</b>	<b>Paid Amt: \$3,220.00</b>
						<b>Check Amount: \$3,220.00</b>
BOR	9479479	5181		<b>Bimbo Bakeries USA</b>		<b>Check</b>
			E 02	005 770 701 490 000	003239 - FS MWGW RTBRD 24Z	\$53.40
			E 02	005 770 701 490 000	004266 - FS MWGW 61INHOT 16P34	\$0.00
			E 02	005 770 701 490 000	006619 - FS MWGW DNRL 12P 17Z	\$0.00
			E 02	005 770 701 490 000	005455 - SL RS WHT HOT 16P28Z	\$0.00
			E 02	005 770 701 490 000	001098 - FS WHT 4IN HAM 30P60	\$0.00
			E 02	005 770 701 490 000	003087 - SL SNS MWGW RT 2oz	\$0.00
			E 02	005 770 701 490 000	002773 - SL WW RTBRO 2oz	\$0.00
			E 02	005 770 701 490 000	004259 - FS MWGW 6.75" Sub6P	\$0.00
			E 02	005 770 701 490 000	005600 - FS MWGW 4" Ham 30P	\$0.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>79857</b>	Invoice	<b>Invoice No:</b> 52163990009319	<b>5/8/2026</b>	<b>Paid Amt: \$53.40</b>
			E 02	005 770 701 490 000	003239 - FS MWGW RTBRD 24Z	\$17.80
			E 02	005 770 701 490 000	004266 - FS MWGW 61INHOT 16P34	\$0.00
			E 02	005 770 701 490 000	006619 - FS MWGW DNRL 12P 17Z	\$0.00
			E 02	005 770 701 490 000	005455 - SL RS WHT HOT 16P28Z	\$0.00
			E 02	005 770 701 490 000	001098 - FS WHT 4IN HAM 30P60	\$0.00
			E 02	005 770 701 490 000	003087 - SL SNS MWGW RT 2oz	\$0.00
			E 02	005 770 701 490 000	002773 - SL WW RTBRO 2oz	\$0.00
			E 02	005 770 701 490 000	004259 - FS MWGW 6.75" Sub6P	\$0.00
			E 02	005 770 701 490 000	005600 - FS MWGW 4" Ham 30P	\$79.20
<b>PO#:</b>	<b>Voucher #:</b>	<b>79858</b>	Invoice	<b>Invoice No:</b> 521633990009296	<b>5/8/2026</b>	<b>Paid Amt: \$97.00</b>
						<b>Check Amount: \$150.40</b>
BOR	9479480	5042		<b>Cardio Partners</b>		<b>Check</b>
			E 01	005 810 000 401 000	8900-0800-01 - ZM Electrodes CPR-D Padz	\$65.70
<b>PO#:</b> 9362	<b>Voucher #:</b>	<b>79868</b>	Invoice	<b>Invoice No:</b> 600115436	<b>5/8/2026</b>	<b>Paid Amt: \$65.70</b>
						<b>Check Amount: \$65.70</b>
BOR	9479481	09546		<b>CenturyLink</b>		<b>Check</b>
			E 01	005 810 000 320 000	Communications Service	\$127.84
<b>PO#:</b>	<b>Voucher #:</b>	<b>79853</b>	Invoice	<b>Invoice No:</b> 05/07/26	<b>5/8/2026</b>	<b>Paid Amt: \$127.84</b>
						<b>Check Amount: \$127.84</b>
BOR	9479482	5591		<b>CM2 SUPPLY</b>		<b>Check</b>
			E 01	300 399 000 430 000	LIC70S-6 03533 - Wire	\$427.68

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 202601-202611 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
BOR	9479482	5591		CM2 SUPPLY		Check	
			E 01 300 399 000 430 000	THD9-8210 - Tip 60 AMP Cutting 1Torch		\$118.75	
			E 01 300 399 000 430 000	998HAZ MAT BWS - Hazard Materials Charge		\$5.00	
			E 01 300 399 000 430 000	ADR70S-6 03011 - 70S-6 .030 X 11# Spool		\$33.21	
			E 01 300 399 000 430 000	ESC7018 1850 - 7018 Atom ARC 1/8		\$249.40	
			E 01 300 399 000 430 000	CGW42344 - Flapdisc 4-1/2X7/8 T27 Z3-60G		\$117.32	
			E 01 300 399 000 430 000	BERT-A035CH - Contact Tip .035 (.9MM)		\$46.80	
			E 01 300 399 000 430 000	LBX101812C - Blade Lenox Bandsaw		\$131.26	
			E 01 300 399 000 430 000	C25T - Argon/CO2		\$411.00	
			E 01 300 399 000 430 000	Delivery Charge		\$23.00	
PO#:	Voucher #:	79850	Invoice	Invoice No: 0001202317	5/8/2026	Paid Amt:	\$1,563.42
						Check Amount:	\$1,563.42
BOR	9479483	4433		DISCOUNT SCHOOL SUPPLY		Check	
			E 04 005 580 325 401 000	PICS - Infant Photo Cubes w/Mirror (set of 3)		\$108.99	
			E 04 005 580 325 401 000	NBB48 - Exellations/Magnetic Shapes (48 p		\$59.99	
			E 04 005 580 325 401 000	BTCCOST - Brawny Tough Costumes (set of		\$68.99	
PO#:	Voucher #:	79843	Invoice	Invoice No: P43735150101	5/8/2026	Paid Amt:	\$237.97
						Check Amount:	\$237.97
BOR	9479484	06109		ECOLAB Pest Elimination Div.		Check	
			E 01 005 865 352 305 000	Cockroach/Rodent Control - 05/05/26		\$141.14	
PO#:	Voucher #:	79849	Invoice	Invoice No: 4044667	5/8/2026	Paid Amt:	\$141.14
						Check Amount:	\$141.14
BOR	9479485	01005		HAWKINS, INC.		Check	
			E 04 005 590 321 401 811	499991 - Freight Charge		\$45.00	
			E 04 005 590 321 401 811	699922 - 15 GA Blu/Black Deidrum		(\$45.00)	
			E 04 005 590 321 401 811	EC-15 - Environmental Charge		\$6.00	
			E 04 005 590 321 401 811	699922 - 15 GA Blu/Black Deidrum		(\$5.00)	
			E 04 005 590 321 401 811	15550 - Azone 15 - EPA Reg. No. 7870-5		\$272.36	
			E 04 005 590 321 401 811	699922 - 15 GA Blu/Black Deidrum		\$30.00	
			E 04 005 590 321 401 811	Fuel Surcharge		\$26.50	
			E 04 005 590 321 401 811	32243 - pH Dowl LO		\$196.72	
			E 04 005 590 321 401 811	699922 - 15 GA Blu/Black Deidrum		\$15.00	
			E 04 005 590 321 401 811	14420 - Sodium Bicarbonate		\$85.28	
PO#:	Voucher #:	79840	Invoice	Invoice No: 7407370	5/8/2026	Paid Amt:	\$626.86
						Check Amount:	\$626.86
BOR	9479486	3035		Hometown Hardware		Check	
			E 01 005 810 000 401 000	Maintenance		\$52.53	

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 202601-202611 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
BOR	9479486	3035		<b>Hometown Hardware</b>		<b>Check</b>	
			E 01	005 760 720 401 000	Transportation	\$69.63	
			E 04	005 590 321 401 811	Pool	\$7.30	
			E 21	005 298 301 401 703	Science Club	\$35.98	
<b>PO#:</b>	<b>Voucher #:</b>	<b>79869</b>	Invoice	<b>Invoice No: 04/30/26</b>	<b>5/8/2026</b>	<b>Paid Amt: \$165.44</b>	
						<b>Check Amount: \$165.44</b>	
BOR	9479487	2315		<b>HUGOS LAKE OF THE WOODS FOODS</b>		<b>Check</b>	
			E 01	300 260 000 430 000	ECFE	\$177.67	
			E 01	200 720 000 401 000	Nurse	\$17.57	
			E 21	005 298 301 401 719	Class of 2033	\$200.08	
			E 02	005 770 701 490 000	Food	\$12.10	
			E 21	005 298 301 401 727	Class of 2027	\$106.52	
<b>PO#:</b>	<b>Voucher #:</b>	<b>79871</b>	Invoice	<b>Invoice No: 04/30/26</b>	<b>5/8/2026</b>	<b>Paid Amt: \$513.94</b>	
						<b>Check Amount: \$513.94</b>	
BOR	9479488	4847		<b>Josten's</b>		<b>Check</b>	
			E 21	005 298 301 401 726	Cap	\$50.00	
			E 21	005 298 301 401 726	Tassle	\$50.00	
			E 21	005 298 301 401 726	Shipping	\$23.31	
<b>PO#:</b>	<b>Voucher #:</b>	<b>79861</b>	Invoice	<b>Invoice No: 39552232</b>	<b>5/8/2026</b>	<b>Paid Amt: \$123.31</b>	
						<b>Check Amount: \$123.31</b>	
BOR	9479489	5031		<b>KEMPS LLC</b>		<b>Check</b>	
			E 02	005 770 701 495 000	26890 - Dairy PUR 1% MK HPE 50C	\$167.60	
			E 02	005 770 701 495 000	65492 - TROMOO CHOC SK MK	\$252.00	
			E 02	005 770 701 495 000	27493 - MULU MILK LAC SK 8OZ 24	\$0.00	
			E 02	005 770 701 495 000	26660 - Cass Skim MK HP 50CS	\$0.00	
			E 02	005 770 701 495 000	26935 - Dairy Pur UHT Lac 1% HP	\$0.00	
			E 02	005 770 701 495 000	163 - Cass 1% MK PLGL 4CS	\$0.00	
			E 02	005 770 701 495 000	164 - Cass 2% MK PLGL 4CS	\$0.00	
			E 02	005 770 701 495 000	20134 - Cassclay HF&HF PLQT	\$0.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>79870</b>	Invoice	<b>Invoice No: 6312891</b>	<b>5/8/2026</b>	<b>Paid Amt: \$419.60</b>	
			E 02	005 770 701 495 000	26890 - Dairy PUR 1% MK HPE 50C	\$167.60	
			E 02	005 770 701 495 000	65492 - TROMOO CHOC SK MK	\$378.00	
			E 02	005 770 701 495 000	27493 - MULU MILK LAC SK 8OZ 24	\$0.00	
			E 02	005 770 701 495 000	26660 - Cass Skim MK HP 50CS	\$20.45	
			E 02	005 770 701 495 000	26935 - Dairy Pur UHT Lac 1% HP	\$14.16	
			E 02	005 770 701 495 000	163 - Cass 1% MK PLGL 4CS	\$0.00	
			E 02	005 770 701 495 000	164 - Cass 2% MK PLGL 4CS	\$0.00	

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 202601-202611 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
BOR	9479489	5031		KEMPS LLC		Check		
			E 02 005 770 701 495 000	20134 - Cassclay HF&HF PLQT			\$0.00	
PO#:	Voucher #:	79855	Invoice	Invoice No: 6307885	5/8/2026	Paid Amt:	\$580.21	
			E 02 005 770 701 495 000	26890 - Dairy PUR 1% MK HPE 50C			\$125.70	
			E 02 005 770 701 495 000	65492 - TROMOO CHOC SK MK			\$168.00	
			E 02 005 770 701 495 000	27493 - MULU MILK LAC SK 8OZ 24			\$0.00	
			E 02 005 770 701 495 000	26660 - Cass Skim MK HP 50CS			\$0.00	
			E 02 005 770 701 495 000	26935 - Dairy Pur UHT Lac 1% HP			\$0.00	
			E 02 005 770 701 495 000	163 - Cass 1% MK PLGL 4CS			\$0.00	
			E 02 005 770 701 495 000	164 - Cass 2% MK PLGL 4CS			\$0.00	
			E 02 005 770 701 495 000	20134 - Cassclay HF&HF PLQT			\$0.00	
PO#:	Voucher #:	79856	Invoice	Invoice No: 6304484	5/8/2026	Paid Amt:	\$293.70	
						Check Amount:	\$1,293.51	
BOR	9479490	5079		MILESTONES & MEMORIES, llc		Check		
			E 21 005 298 301 401 726	Cap, Gown & Tassle Set - Nolan Fish			\$35.00	
			E 01 222 298 000 430 121	Shipping			\$8.85	
PO#:	Voucher #:	79854	Invoice	Invoice No: 1359	5/8/2026	Paid Amt:	\$43.85	
						Check Amount:	\$43.85	
BOR	9479491	5389		Mobile Radio Engineering, Inc.		Check		
			E 01 005 760 720 320 000	Contract Rate - 05/01/26 - 05/31/26			\$690.00	
PO#:	Voucher #:	79847	Invoice	Invoice No: 80005078	5/8/2026	Paid Amt:	\$690.00	
						Check Amount:	\$690.00	
BOR	9479492	4554		NAPA AUTO PARTS - BAUDETTE		Check		
			E 01 005 760 720 401 000	4103504 - Tire Cart			\$64.20	
			E 01 005 760 720 401 000	TR132 - Tire Tube			\$24.60	
PO#:	Voucher #:	79867	Invoice	Invoice No: 236217	5/8/2026	Paid Amt:	\$88.80	
			E 01 005 760 720 401 000	770-9225 - Cable Tie			\$12.99	
			E 01 005 760 720 401 000	770-9231 - Cable Tie			\$20.99	
PO#:	Voucher #:	79866	Invoice	Invoice No: 236216	5/8/2026	Paid Amt:	\$33.98	
						Check Amount:	\$122.78	
BOR	9479493	5574		NORTH CENTRAL INTERNATIONAL		Check		
			E 01 005 760 720 401 000	205N/1893783C5 - Pushrod, Valve, Engine			\$41.78	
PO#:	Voucher #:	79842	Invoice	Invoice No: X205096037:01	5/8/2026	Paid Amt:	\$41.78	
						Check Amount:	\$41.78	

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 202601-202611 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
BOR	9479494	00709		<b>North Star Electric Coop, Inc.</b>		Check		
			E 01 005 810 000 330 000	Street Lights - Read on 05/01/26			\$78.05	
PO#:	Voucher #:	79864	Invoice	Invoice No: 05/07/26	5/8/2026	Paid Amt:	\$78.05	
			E 01 005 810 000 330 000	Utility Service - Building Read on 05/01/26			\$6,900.37	
			E 04 005 590 321 330 811	Utility Service - Pool Read on 05/01/26			\$2,300.13	
PO#:	Voucher #:	79863	Invoice	Invoice No: 05/07/26	5/8/2026	Paid Amt:	\$9,200.50	
			E 01 005 810 000 330 000	Softball Field - Read on 05/01/26			\$57.14	
PO#:	Voucher #:	79865	Invoice	Invoice No: 05/07/26	5/8/2026	Paid Amt:	\$57.14	
						Check Amount:	\$9,335.69	
BOR	9479495	3955		<b>Northern Light Region</b>		Check		
			E 01 005 105 000 305 000	04/08/26 - Milk Bids Ad			\$64.00	
			E 01 005 105 000 305 000	04/08/26 - Minutes Publishing			\$175.50	
			E 01 005 105 000 305 000	04/22/26 - Agenda Publishing			\$81.00	
PO#:	Voucher #:	79846	Invoice	Invoice No: 04/30/26	5/8/2026	Paid Amt:	\$320.50	
						Check Amount:	\$320.50	
BOR	9479496	08770		<b>Northwest Service Coop</b>		Check		
			E 04 005 505 321 305 000	Spelling Bee			\$110.00	
PO#:	Voucher #:	79862	Invoice	Invoice No: 12860	5/8/2026	Paid Amt:	\$110.00	
						Check Amount:	\$110.00	
BOR	9479497	5423		<b>PERFORMANCE FOOD SERVICE</b>		Check		
			E 02 005 770 705 490 000	Breakfast			\$414.37	
			E 02 005 770 701 401 000	Non-Food			\$0.00	
			E 02 005 770 701 490 000	Food			\$1,438.36	
PO#:	Voucher #:	79859	Invoice	Invoice No: 957181	5/8/2026	Paid Amt:	\$1,852.73	
			E 02 005 770 705 490 000	Breakfast			\$0.00	
			E 02 005 770 701 401 000	Non-Food			\$0.00	
			E 02 005 770 701 490 000	Food			\$46.73	
PO#:	Voucher #:	79860	Invoice	Invoice No: 962356	5/8/2026	Paid Amt:	\$46.73	
						Check Amount:	\$1,899.46	
BOR	9479498	5196		<b>TechCHECK</b>		Check		
			E 01 005 108 000 405 000	FORTICO-TERM - Fortinet FortiGate 100F Se			\$299.20	
PO#: 9482	Voucher #:	79872	Invoice	Invoice No: 65104	5/8/2026	Paid Amt:	\$299.20	
						Check Amount:	\$299.20	
BOR	9479499	5513		<b>BENGSTON, BEN</b>		Check		
			E 01 222 292 000 305 000	Ump Baseball - 05/08/26			\$200.00	

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 202601-202611 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
BOR	9479499	5513		BENGSTON, BEN		Check			
			E 01	222 292 000 305 000	Mileage		\$49.00		
PO#:	Voucher #:	79874	Invoice	Invoice No: 05/08/26	5/8/2026		Paid Amt: \$249.00		
							Check Amount: \$249.00		
BOR	9479500	5462		STODGELL, PHIL		Check			
			E 01	222 292 000 305 000	Ump Baseball - 05/08/26		\$200.00		
PO#:	Voucher #:	79873	Invoice	Invoice No: 05/08/26	5/8/2026		Paid Amt: \$200.00		
							Check Amount: \$200.00		
BOR	9479501	5513		BENGSTON, BEN		Check			
		-	E 01	222 292 000 305 000	Ump Baseball - 05/11/26		\$120.00		
PO#:	Voucher #:	79886	Invoice	Invoice No: 05/11/26	5/11/2026		Paid Amt: \$120.00		
							Check Amount: \$120.00		
BOR	9479502	4705		Dahl, Brad		Check			
			E 01	222 292 000 305 000	Ump Softball - 05/12/26		\$200.00		
			E 01	222 292 000 305 000	Mileage		\$112.00		
PO#:	Voucher #:	79885	Invoice	Invoice No: 05/12/26	5/11/2026		Paid Amt: \$312.00		
							Check Amount: \$312.00		
BOR	9479503	2013		LUND, TOM		Check			
			E 01	222 292 000 305 000	Ump Baseball - 05/12/26		\$200.00		
PO#:	Voucher #:	79884	Invoice	Invoice No: 05/12/26	5/11/2026		Paid Amt: \$200.00		
							Check Amount: \$200.00		
BOR	9479504	5462		STODGELL, PHIL		Check			
			E 01	222 292 000 305 000	Ump Baseball - 05/11/26		\$120.00		
			E 01	222 292 000 305 000	Mileage		\$70.00		
PO#:	Voucher #:	79887	Invoice	Invoice No: 05/11/26	5/11/2026		Paid Amt: \$190.00		
							Check Amount: \$190.00		
BOR	9479505	5513		BENGSTON, BEN		Check			
			E 01	222 292 000 305 000	Ump Baseball - 05/12/26		\$120.00		
PO#:	Voucher #:	79888	Invoice	Invoice No: 05/12/26	5/11/2026		Paid Amt: \$120.00		
							Check Amount: \$120.00		
BOR	9479506	5212		BEMIDJI STATE UNIVERSITY		Check			
			E 01	222 294 000 820 106	Baseball Dues		\$80.00		
PO#:	Voucher #:	79943	Invoice	Invoice No: 05/14/26	5/14/2026		Paid Amt: \$80.00		
							Check Amount: \$80.00		

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 202601-202611 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
BOR	9479507	4605		JONES, DANIEL		Check			
			E 01	222 292 000 305 000	Ump Baseball - 05/14/26		\$125.00		
PO#:	Voucher #:	79944	Invoice	Invoice No: 05/14/26	5/14/2026	Paid Amt:	\$125.00		
						Check Amount:	\$125.00		
BOR	9479508	2899		AMAZON CAPITAL SERVICES		Check			
			E 01	005 105 000 401 000	Smart Brevity Workbook		\$14.99		
			E 01	005 105 000 401 000	Smart Brevity		\$30.00		
PO#: 9483	Voucher #:	79928	Invoice	Invoice No: 13KJ-WKRW-1W3T	5/14/2026	Paid Amt:	\$44.99		
			E 01	222 296 000 430 107	B0GT4D4NW5 Kinetic Arm Shoulder Brace fo		\$29.99		
			E 01	222 296 000 430 107	B0GT4GJK12 Kinetic Arm Shoulder Brace for		\$29.99		
PO#: 9480	Voucher #:	79919	Invoice	Invoice No: 1VX7-DXQX-WM1W	5/14/2026	Paid Amt:	\$59.98		
			E 01	222 296 000 430 107	B008KZYHGA Easton   TEAM HANGING BAT		\$54.95		
			E 01	222 296 000 430 107	B0CL8Z82HK Komoko Shoulder Brace, Rotat		\$19.95		
			E 01	222 296 000 430 107	B0CLMHNHJ6 Disposable Instant Ice Packs fc		\$30.68		
			E 01	222 296 000 430 107	B0CZ78DGVB Wemily 10x3 ft Softball Pitchin		\$185.98		
			E 01	222 296 000 430 107	B0D9YV7CRH 9 Hole Pitching Net with Strike		\$151.96		
			E 01	222 296 000 430 107	B0FGYCY7NJ Lenovo Idea Tab - College Tabl		\$215.72		
			E 01	222 296 000 430 107	B0G6KTV3KT Game Changer Mounting Kit, C		\$29.99		
			E 01	222 296 000 430 107	Promotions & Discounts		(\$7.60)		
PO#: 9480	Voucher #:	79920	Invoice	Invoice No: 1LJ4-JWPR-VX9K	5/14/2026	Paid Amt:	\$681.63		
						Check Amount:	\$786.60		
BOR	9479509	5181		Bimbo Bakeries USA		Check			
			E 02	005 770 701 490 000	003239 - FS MWGW RTBRD 24Z		\$0.00		
			E 02	005 770 701 490 000	004266 - FS MWGW 61INHOT 16P34		\$0.00		
			E 02	005 770 701 490 000	006619 - FS MWGW DNRL 12P 17Z		\$0.00		
			E 02	005 770 701 490 000	005455 - SL RS WHT HOT 16P28Z		\$0.00		
			E 02	005 770 701 490 000	001098 - FS WHT 4IN HAM 30P60		\$0.00		
			E 02	005 770 701 490 000	003087 - SL SNS MWGW RT 2oz		\$0.00		
			E 02	005 770 701 490 000	002773 - SL WW RTBRO 2oz		\$0.00		
			E 02	005 770 701 490 000	004259 - FS MWGW 6.75" Sub6P		\$0.00		
			E 02	005 770 701 490 000	005600 - FS MWGW 4" Ham 30P		\$118.80		
PO#:	Voucher #:	79921	Invoice	Invoice No: 52163990009346	5/14/2026	Paid Amt:	\$118.80		
						Check Amount:	\$118.80		
BOR	9479510	5087		BSN Sports LLC		Check			
			E 01	222 296 000 430 107	NSPMI - Champro MVP Elastic Belts - Maroon		\$50.00		
			E 01	222 296 000 430 107	NSPMI - Champro MVP Elastic Belts - Gold		\$50.00		

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 202601-202611 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
BOR	9479510	5087		<b>BSN Sports LLC</b>		Check		
			E 01	222 296 000 430 107	Freight	\$10.25		
PO#:	9481	Voucher #:	79911	Invoice	Invoice No: 934080623	5/14/2026	Paid Amt:	\$110.25
							Check Amount:	\$110.25
BOR	9479511	5591		<b>CM2 SUPPLY</b>		Check		
			E 01	300 399 000 430 000	MIEWP1712MFDI50 - Weldcraft A-150 Torch	\$237.55		
PO#:		Voucher #:	79929	Invoice	Invoice No: 0001214204	5/14/2026	Paid Amt:	\$237.55
							Check Amount:	\$237.55
BOR	9479512	00229		<b>Dodds Lumber Co.</b>		Check		
			E 01	005 810 000 401 000	2X10 - 20 Treated SYP Ground Con	\$50.40		
PO#:		Voucher #:	79915	Invoice	Invoice No: 356253	5/14/2026	Paid Amt:	\$50.40
							Check Amount:	\$50.40
BOR	9479513	08899		<b>GRAINGER</b>		Check		
			E 04	005 590 321 401 811	44VC02 - Restriction Sign	\$17.04		
PO#:		Voucher #:	79916	Invoice	Invoice No: 9896222651	5/14/2026	Paid Amt:	\$17.04
			E 04	005 590 321 401 811	466G74 - Safety Sign	\$28.08		
PO#:		Voucher #:	79917	Invoice	Invoice No: 9899111257	5/14/2026	Paid Amt:	\$28.08
			E 01	005 810 000 401 000	5WYE9 - Air Quality Sensor, Duct Mount	\$370.04		
			E 01	005 810 000 401 000	493K94 - Urinal Strainer, Replacement	\$18.44		
PO#:		Voucher #:	79918	Invoice	Invoice No: 9906818449	5/14/2026	Paid Amt:	\$388.48
							Check Amount:	\$433.60
BOR	9479514	5010		<b>Herc-U-Lift</b>		Check		
			E 01	005 810 000 401 000	GREASE-SYN - Grease Tube	\$3.22		
			E 01	005 810 000 401 000	Planned Maintenance	\$164.00		
PO#:		Voucher #:	79931	Invoice	Invoice No: W721802-1	5/14/2026	Paid Amt:	\$167.22
			E 01	005 810 000 401 000	Planned Maintenance - Annual Inspection	\$164.00		
PO#:		Voucher #:	79932	Invoice	Invoice No: W721850-1	5/14/2026	Paid Amt:	\$164.00
							Check Amount:	\$331.22
BOR	9479515	5031		<b>KEMPS LLC</b>		Check		
			E 02	005 770 701 495 000	26890 - Dairy PUR 1% MK HPE 50C	\$125.70		
			E 02	005 770 701 495 000	65492 - TROMOO CHOC SK MK	\$252.00		
			E 02	005 770 701 495 000	27493 - MULU MILK LAC SK 8OZ 24	\$0.00		
			E 02	005 770 701 495 000	26660 - Cass Skim MK HP 50CS	\$0.00		
			E 02	005 770 701 495 000	26935 - Dairy Pur UHT Lac 1% HP	\$0.00		
			E 02	005 770 701 495 000	163 - Cass 1% MK PLGL 4CS	\$0.00		
			E 02	005 770 701 495 000	164 - Cass 2% MK PLGL 4CS	\$0.00		

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 202601-202611 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
BOR	9479515	5031		KEMPS LLC		Check		
			E 02	005 770 701 495 000	20134 - Cassclay HF&HF PLQT		\$0.00	
PO#:	Voucher #:	79942	Invoice	Invoice No: 6321889	5/14/2026	Paid Amt:	\$377.70	
						Check Amount:	\$377.70	
BOR	9479516	04047		MINNESOTA ENERGY RESOURCES		Check		
			E 04	005 590 321 330 811	Utility Service-Pool		\$190.81	
			E 01	005 810 000 330 000	Utility Service		\$572.43	
PO#:	Voucher #:	79914	Invoice	Invoice No: 04/29/26	5/14/2026	Paid Amt:	\$763.24	
			E 01	005 810 000 330 000	Utility Service - Bus Garage		\$438.48	
PO#:	Voucher #:	79913	Invoice	Invoice No: 04/29/26	5/14/2026	Paid Amt:	\$438.48	
			E 01	005 810 000 330 000	Main Building - 05/01/26		\$3,173.85	
PO#:	Voucher #:	79912	Invoice	Invoice No: 05/01/26	5/14/2026	Paid Amt:	\$3,173.85	
						Check Amount:	\$4,375.57	
BOR	9479517	5590		NORTHDALE OIL - BAUDETTE		Check		
			E 01	005 760 720 442 000	Fuel		\$9,805.13	
PO#:	Voucher #:	79927	Invoice	Invoice No: 04/29/26	5/14/2026	Paid Amt:	\$9,805.13	
						Check Amount:	\$9,805.13	
BOR	9479518	05173		Northern Door & Hardware		Check		
			E 01	005 810 000 401 000	35-101.468.H - Key Blanks		\$127.50	
PO#:	Voucher #:	79930	Invoice	Invoice No: 26-1422	5/14/2026	Paid Amt:	\$127.50	
						Check Amount:	\$127.50	
BOR	9479519	5423		PERFORMANCE FOOD SERVICE		Check		
			E 02	005 770 701 491 000	Commodity		\$46.84	
PO#:	Voucher #:	79922	Invoice	Invoice No: 975504	5/14/2026	Paid Amt:	\$46.84	
			E 02	005 770 705 490 000	Breakfast		\$557.19	
			E 02	005 770 701 401 000	Non-Food		\$259.37	
			E 02	005 770 701 490 000	Food		\$1,848.52	
PO#:	Voucher #:	79923	Invoice	Invoice No: 967351	5/14/2026	Paid Amt:	\$2,665.08	
			E 02	005 770 705 490 000	Breakfast		\$418.61	
			E 02	005 770 701 401 000	Non-Food		\$44.63	
			E 02	005 770 701 490 000	Food		\$840.77	
PO#:	Voucher #:	79924	Invoice	Invoice No: 972279	5/14/2026	Paid Amt:	\$1,304.01	
			E 02	005 770 701 490 000	Food		\$17.06	
PO#:	Voucher #:	79925	Credit	Invoice No: 976581	5/14/2026	Paid Amt:	(\$17.06)	
						Check Amount:	\$3,998.87	

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 202601-202611 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
BOR	9479520	00760		<b>Poppler's Music</b>		<b>Check</b>
			E 01	300 258 000 430 000	Yamaha Octave Key Rod	\$3.00
			E 01	300 258 000 430 000	Shipping	\$2.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>79926</b>	Invoice	<b>Invoice No:</b> 05/13/26	<b>5/14/2026</b>	<b>Paid Amt: \$5.00</b>
						<b>Check Amount: \$5.00</b>
BOR	9479521	5790		<b>LAVALLA ELECTRIC</b>		<b>Check</b>
			E 01	005 810 000 305 000	1" Flex	\$28.00
			E 01	005 810 000 305 000	1 Flex Conn	\$16.00
			E 01	005 810 000 305 000	1" One Hole Strap	\$4.00
			E 01	005 810 000 305 000	Splice in Ground 1/0	\$54.00
			E 01	005 810 000 305 000	#4	\$136.50
			E 01	005 810 000 305 000	#6	\$10.85
			E 01	005 810 000 305 000	Misc. Parts	\$20.00
			E 01	005 810 000 305 000	Permits	\$95.00
			E 01	005 810 000 305 000	Laboe	\$460.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>79972</b>	Invoice	<b>Invoice No:</b> 2782	<b>5/18/2026</b>	<b>Paid Amt: \$824.35</b>
						<b>Check Amount: \$824.35</b>
BOR	9479522	4664		<b>LAWRENCE, THOMAS</b>		<b>Check</b>
			E 01	222 292 000 305 000	Ump Baseball - 05/21/26	\$125.00
			E 01	222 292 000 305 000	Mileage	\$109.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>79989</b>	Invoice	<b>Invoice No:</b> 05/21/26	<b>5/19/2026</b>	<b>Paid Amt: \$234.00</b>
						<b>Check Amount: \$234.00</b>
BOR	9479523	3767		<b>THOMPSON, JOE</b>		<b>Check</b>
			E 01	222 292 000 305 000	Ump Baseball - 05/21/26	\$125.00
			E 01	222 292 000 305 000	Mileage	\$74.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>79988</b>	Invoice	<b>Invoice No:</b> 05/21/26	<b>5/19/2026</b>	<b>Paid Amt: \$199.00</b>
						<b>Check Amount: \$199.00</b>
BOR	9479524	4138		<b>AFSCME Council 65</b>		<b>Check</b>
			B 01	215 039	AFSCME	\$217.08
<b>PO#:</b>	<b>Voucher #:</b>	<b>79946</b>	Invoice	<b>Invoice No:</b> S2026210	<b>5/20/2026</b>	<b>Paid Amt: \$217.08</b>
						<b>Check Amount: \$217.08</b>
BOR	9479525	00130		<b>Auto Value Baudette</b>		<b>Check</b>
			E 01	005 760 720 401 000	1368-4A-R - 1368-4A (Fix-It-Pack)	\$8.07
<b>PO#:</b>	<b>Voucher #:</b>	<b>79990</b>	Invoice	<b>Invoice No:</b> 3248560	<b>5/20/2026</b>	<b>Paid Amt: \$8.07</b>

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 202601-202611 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
BOR	9479525	00130		<b>Auto Value Baudette</b>		<b>Check</b>
			E 01	005 760 720 401 000	Speedee Fee Collection	\$20.18
<b>PO#:</b>	<b>Voucher #:</b>	<b>79982</b>	Invoice	<b>Invoice No:</b> 39248476	<b>5/20/2026</b>	<b>Paid Amt: \$20.18</b>
						<b>Check Amount: \$28.25</b>
BOR	9479526	5523		<b>BEMIDJI BUS LINE</b>		<b>Check</b>
			E 21	005 298 301 401 726	Senior Class Trip - Class of 2026	\$5,000.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>79993</b>	Invoice	<b>Invoice No:</b> 05/18/26	<b>5/20/2026</b>	<b>Paid Amt: \$5,000.00</b>
						<b>Check Amount: \$5,000.00</b>
BOR	9479527	5181		<b>Bimbo Bakeries USA</b>		<b>Check</b>
			E 02	005 770 701 490 000	003239 - FS MWGW RTBRD 24Z	\$17.80
			E 02	005 770 701 490 000	004266 - FS MWGW 61INHOT 16P34	\$0.00
			E 02	005 770 701 490 000	006619 - FS MWGW DNRL 12P 17Z	\$0.00
			E 02	005 770 701 490 000	005455 - SL RS WHT HOT 16P28Z	\$0.00
			E 02	005 770 701 490 000	001098 - FS WHT 4IN HAM 30P60	\$0.00
			E 02	005 770 701 490 000	003087 - SL SNS MWGW RT 2oz	\$0.00
			E 02	005 770 701 490 000	002773 - SL WW RTBRO 2oz	\$0.00
			E 02	005 770 701 490 000	004259 - FS MWGW 6.75" Sub6P	\$0.00
			E 02	005 770 701 490 000	005600 - FS MWGW 4" Ham 30P	\$105.60
<b>PO#:</b>	<b>Voucher #:</b>	<b>79986</b>	Invoice	<b>Invoice No:</b> 52163990009396	<b>5/20/2026</b>	<b>Paid Amt: \$123.40</b>
						<b>Check Amount: \$123.40</b>
BOR	9479528	3169		<b>BRIC</b>		<b>Check</b>
			E 01	100 412 740 366 000	Woodcock Johnson V Training - Nyla O'Conne	\$30.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>79994</b>	Invoice	<b>Invoice No:</b> 05/04/26	<b>5/20/2026</b>	<b>Paid Amt: \$30.00</b>
						<b>Check Amount: \$30.00</b>
BOR	9479529	1234		<b>Canon Financial Services, Inc.</b>		<b>Check</b>
			E 01	005 105 000 370 000	05/01/26 - Contract Charge	\$1,372.00
			E 01	005 105 000 370 000	05/01/26 - Maintenance & Service	\$1,223.60
<b>PO#:</b>	<b>Voucher #:</b>	<b>79992</b>	Invoice	<b>Invoice No:</b> 43159952	<b>5/20/2026</b>	<b>Paid Amt: \$2,595.60</b>
						<b>Check Amount: \$2,595.60</b>
BOR	9479530	5291		<b>CCN SERVICES</b>		<b>Check</b>
			E 01	005 810 000 305 000	CCN Services Plow Truck	\$440.00
			E 01	005 810 000 305 000	Sidewak Inspection Each Morning	\$650.00
			E 01	005 810 000 305 000	New Holland Tractor	\$1,957.50
			E 01	005 810 000 305 000	Hand Cleanup & Shoveling of Entrances	\$180.00

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 202601-202611 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
BOR	9479530	5291		CCN SERVICES		Check
			E 01	005 810 000 305 000	New Holland Front End Loader w/Pusher	\$742.50
PO#:	Voucher #:	79966	Invoice	Invoice No: 05/14/26	5/20/2026	Paid Amt: \$3,970.00
						Check Amount: \$3,970.00
BOR	9479531	4837		Docu Shred Inc.		Check
			E 01	005 810 000 305 000	Document Shredding	\$61.00
			E 01	005 810 000 305 000	Fuel Surcharge	\$14.61
			E 01	005 810 000 305 000	Container Shredding	\$40.00
			E 01	005 810 000 305 000	Fuel Surcharge	\$9.58
PO#:	Voucher #:	79967	Invoice	Invoice No: 116828	5/20/2026	Paid Amt: \$125.19
						Check Amount: \$125.19
BOR	9479532	4956		i3-MPN, LLC		Check
			E 01	005 105 000 305 000	MPN006 - Mgmt Services 04/01/26 - 03/31/27	\$400.00
PO#:	Voucher #:	79965	Invoice	Invoice No: 6202	5/20/2026	Paid Amt: \$400.00
						Check Amount: \$400.00
BOR	9479533	5031		KEMPS LLC		Check
			E 02	005 770 701 495 000	26890 - Dairy PUR 1% MK HPE 50C	\$83.80
			E 02	005 770 701 495 000	65492 - TROMOO CHOC SK MK	\$210.00
			E 02	005 770 701 495 000	27493 - MULU MILK LAC SK 8OZ 24	\$0.00
			E 02	005 770 701 495 000	26660 - Cass Skim MK HP 50CS	\$0.00
			E 02	005 770 701 495 000	26935 - Dairy Pur UHT Lac 1% HP	\$0.00
			E 02	005 770 701 495 000	163 - Cass 1% MK PLGL 4CS	\$0.00
			E 02	005 770 701 495 000	164 - Cass 2% MK PLGL 4CS	\$0.00
			E 02	005 770 701 495 000	20134 - Cassclay HF&HF PLQT	\$0.00
PO#:	Voucher #:	79987	Invoice	Invoice No: 6326063	5/20/2026	Paid Amt: \$293.80
			E 02	005 770 701 495 000	26890 - Dairy PUR 1% MK HPE 50C	\$167.60
			E 02	005 770 701 495 000	65492 - TROMOO CHOC SK MK	\$252.00
			E 02	005 770 701 495 000	27493 - MULU MILK LAC SK 8OZ 24	\$0.00
			E 02	005 770 701 495 000	26660 - Cass Skim MK HP 50CS	\$0.00
			E 02	005 770 701 495 000	26935 - Dairy Pur UHT Lac 1% HP	\$0.00
			E 02	005 770 701 495 000	163 - Cass 1% MK PLGL 4CS	\$0.00
			E 02	005 770 701 495 000	164 - Cass 2% MK PLGL 4CS	\$0.00
			E 02	005 770 701 495 000	20134 - Cassclay HF&HF PLQT	\$0.00
PO#:	Voucher #:	79996	Invoice	Invoice No: 6333438	5/20/2026	Paid Amt: \$419.60
						Check Amount: \$713.40
BOR	9479534	3121		KENNEDY & GRAVEN, CHARTERED		Check
			E 01	005 020 000 305 000	04/06/26 - Review & Respond to Emails	\$75.00

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 202601-202611 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
BOR	9479534	3121		KENNEDY & GRAVEN, CHARTERED		Check			
			E 01	005 020 000 305 000	04/07/26 - Bid Award Email	\$50.00			
PO#:	Voucher #:	79968	Invoice	Invoice No: 193174	5/20/2026	Paid Amt:	\$125.00		
						Check Amount:	\$125.00		
BOR	9479535	00619		Lake of the Woods Education Assoc.		Check			
			B 01	215 027	MINN Education Assn Payable	\$1,066.17			
PO#:	Voucher #:	79952	Invoice	Invoice No: S2026210	5/20/2026	Paid Amt:	\$1,066.17		
						Check Amount:	\$1,066.17		
BOR	9479536	5735		Madison National NIS-PFML		Check			
			B 01	215 219	Payroll Ded & Employer Contrib	\$5.52			
PO#:	Voucher #:	79975	Invoice	Invoice No: S202621S0	5/20/2026	Paid Amt:	\$5.52		
			B 01	215 219	Payroll Ded & Employer Contrib	\$31.34			
PO#:	Voucher #:	79979	Invoice	Invoice No: S202621S10	5/20/2026	Paid Amt:	\$31.34		
			B 01	215 219	Payroll Ded & Employer Contrib	\$1,514.96			
PO#:	Voucher #:	79956	Invoice	Invoice No: S2026210	5/20/2026	Paid Amt:	\$1,514.96		
						Check Amount:	\$1,551.82		
BOR	9479537	4530		Marco Technologies LLC		Check			
			E 01	005 105 000 370 000	Credit Deducted from Original Payment - Wror	\$300.00			
PO#:	Voucher #:	79997	Invoice	Invoice No: 579915646	5/20/2026	Paid Amt:	\$300.00		
						Check Amount:	\$300.00		
BOR	9479538	03261		MSEA		Check			
			B 01	215 031	Msea	\$179.54			
PO#:	Voucher #:	79957	Invoice	Invoice No: S2026210	5/20/2026	Paid Amt:	\$179.54		
						Check Amount:	\$179.54		
BOR	9479539	08770		Northwest Service Coop		Check			
			E 01	005 760 720 305 000	Drug Collection	\$121.00			
			E 01	005 760 720 305 000	Analysis	\$197.50			
			E 01	005 760 720 305 000	Alcohol Collection	\$44.00			
PO#:	Voucher #:	79985	Invoice	Invoice No: 13055	5/20/2026	Paid Amt:	\$362.50		
			E 01	100 640 316 366 000	Social Work Ethics Training - Joyce Beckel	\$30.00			
PO#:	Voucher #:	79995	Invoice	Invoice No: 13071	5/20/2026	Paid Amt:	\$30.00		
						Check Amount:	\$392.50		
BOR	9479540	4100		Pemberton Law, P.L.L.P.		Check			
			E 01	005 020 000 305 000	04/20/26 - Construction Emails	\$32.00			
			E 01	005 020 000 305 000	04/23/26 - Business Manager Contract Revie	\$203.00			

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 202601-202611 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
BOR	9479540	4100		<b>Pemberton Law, P.L.L.P.</b>		Check		
			E 01 005 020 000 305 000	04/28/26 - Contract Communication		\$32.00		
PO#:	Voucher #:	79969	Invoice	Invoice No: 04/30/26	5/20/2026	Paid Amt:	\$267.00	
						Check Amount:	\$267.00	
BOR	9479541	5256		<b>WIDSETH SMITH NOTLING &amp; ASSOCIATES, INC.</b>		Check		
			E 06 005 870 000 305 000	Construction Documents		\$95,250.00		
			E 06 005 870 000 305 000	Company Vehicle Mileage		\$489.30		
			E 06 005 870 000 305 000	Personal Vehicle Mileage		\$258.10		
			E 06 005 870 000 305 000	Meals		\$168.03		
PO#:	Voucher #:	80000	Invoice	Invoice No: 243652	5/20/2026	Paid Amt:	\$96,165.43	
			E 06 005 870 000 305 000	Construction Bidding		\$6,350.00		
			E 06 005 870 000 305 000	Building Plan Review Fee		\$8,701.32		
			E 06 005 870 000 305 000	Personal Vehicle Mileage		\$258.10		
PO#:	Voucher #:	79999	Invoice	Invoice No: 244270	5/20/2026	Paid Amt:	\$15,309.42	
						Check Amount:	\$111,474.85	
BOR	9479542	2899		<b>AMAZON CAPITAL SERVICES</b>		Check		
			E 01 300 256 000 430 000	0399543899 What Was the Ice Age?		\$5.99		
			E 01 300 256 000 430 000	0448484064 What Is the World Series? (Wha		\$4.41		
			E 01 300 256 000 430 000	0515157260 What Was the Titanic?		\$4.79		
			E 01 300 256 000 430 000	059352165X What Was World War I?		\$4.79		
			E 01 300 256 000 430 000	B000MFN1G8 Bostitch Office Electric Pencil S		\$20.11		
			E 01 300 256 000 430 000	B00G4CJ8GK Sharpie Permanent Markers, Bl		\$17.49		
			E 01 300 256 000 430 000	B07ZGD1SL3 Madisi Wood-Cased #2 HB Per		\$21.59		
			E 01 300 256 000 430 000	Amazon Shipping Charge		\$3.94		
PO#:	9495	Voucher #:	80017	Invoice	Invoice No: 1JMN-H37L-G44Y	5/28/2026	Paid Amt:	\$83.11
			E 01 200 720 000 401 000	Dalmbox Portable Fire Safe Box w/Key Lock		\$39.99		
			E 01 005 810 000 401 000	Anxxsu Metal Wall Cabinet w/Locking Door &		\$82.99		
PO#:	9485	Voucher #:	80001	Invoice	Invoice No: 19X3-97DF-3WKKG	5/28/2026	Paid Amt:	\$122.98
			E 01 005 760 720 401 000	B0FR96TSQC - NLDZGA Garage Door Opene		\$44.97		
			E 01 005 760 720 401 000	B0GJC2HTQ - TOPOWN Adjustable Safety Dr		\$178.00		
			E 01 005 760 720 401 000	Shipping		\$6.99		
PO#:		Voucher #:	80007	Invoice	Invoice No: 1L3W-4CNH-C9LL	5/28/2026	Paid Amt:	\$229.96
			E 01 200 001 000 401 200	B074CFGGMZ Pentel Core Not Break Mechan		\$6.59		
			E 01 200 001 000 401 200	B0B5YZNQCR Uniclife 3 Pack Sliding ID Badg		\$5.78		
			E 01 200 001 000 401 200	B0D73HS34Y Purses for Women 3PCS, Cros		\$39.99		
			E 01 200 001 000 401 200	B0D7N15XXM Mr. Pen- Mechanical Switch C&		\$6.68		

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 202601-202611 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
BOR	9479542	2899		AMAZON CAPITAL SERVICES		Check			
			E 01	200 001 000 401 200	B0FQTQLR36 WIHOLL Womens Summer Dr		\$12.98		
PO#:	9494	Voucher #:	80016	Invoice	Invoice No: 1TWF-DDJV-R3TC	5/28/2026		Paid Amt:	\$72.02
								Check Amount:	\$508.07
BOR	9479543	3169		BRIC		Check			
			E 01	200 420 740 396 000	David Gano Salary		\$5,725.50		
			E 01	200 420 740 397 000	David Gano Benefits		\$1,879.20		
			E 01	200 420 740 396 000	Jennifer Mitchell Salary		\$1,145.10		
			E 01	100 411 740 396 000	Jill Yost Salary		\$3,204.04		
			E 01	200 420 740 396 000	Jacqui DeGeus Salary		\$5,561.77		
			E 01	200 420 740 397 000	Jennifer Mitchell Benefits		\$387.30		
			E 01	200 420 740 397 000	Jacqui DeGues Benefits		\$1,065.90		
			E 01	100 411 740 397 000	Jill Yost Benfits		\$1,200.51		
PO#:		Voucher #:	79998	Invoice	Invoice No: 5/20/26	5/28/2026		Paid Amt:	\$20,169.32
								Check Amount:	\$20,169.32
BOR	9479544	00229		Dodds Lumber Co.		Check			
			E 01	005 810 000 401 000	2x4-8 #2& BTR SPF (Premium)		\$120.36		
			E 01	005 810 000 401 000	Tork Screw-2 1/2" - 1#=104PC		\$17.98		
PO#:		Voucher #:	80014	Invoice	Invoice No: 357041	5/28/2026		Paid Amt:	\$138.34
								Check Amount:	\$138.34
BOR	9479545	08899		GRAINGER		Check			
			E 01	005 810 000 401 000	11W123 - Battery, Lithium, Size 123, 3VDC		\$29.66		
			E 01	005 810 000 401 000	4D515 - Blnk BX MNT Wall Plate		\$26.58		
			E 01	005 810 000 401 000	5WYE9 - Air Quality Sensor, Duct Mount		\$370.04		
			E 01	005 810 000 401 000	20RG71 - Gasket, Water Closet		\$12.96		
PO#:		Voucher #:	80015	Invoice	Invoice No: 9923047188	5/28/2026		Paid Amt:	\$439.24
								Check Amount:	\$439.24
BOR	9479546	5420		H & B SPECIALIZED PRODUCTS		Check			
			E 01	005 810 000 530 000	Gym Divider Curtain		\$31,427.00		
PO#:		Voucher #:	80021	Invoice	Invoice No: 1-31646	5/28/2026		Paid Amt:	\$31,427.00
								Check Amount:	\$31,427.00
BOR	9479547	00414		HILLYARD		Check			
			E 01	005 810 000 401 000	HIL0014606 - Citric Shower Foam		\$342.16		
			E 01	005 810 000 401 000	HIL0017407 - Shower Foam		\$197.78		
PO#:		Voucher #:	80012	Invoice	Invoice No: 90156551	5/28/2026		Paid Amt:	\$539.94
								Check Amount:	\$539.94

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 202601-202611 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
BOR	9479548	3121		<b>KENNEDY &amp; GRAVEN, CHARTERED</b>		<b>Check</b>
			E 01 005 020 000 305 000	03/03/26 - Phone confrence of architect agre	\$300.00	
			E 01 005 020 000 305 000	03/06/26 - Amendment to contract	\$75.00	
			E 01 005 020 000 305 000	03/09/26 - A232 review	\$50.00	
			E 01 005 020 000 305 000	03/11/26 - KA contract, insurance, etc.	\$175.00	
			E 01 005 020 000 305 000	03/13/26 - A232, A132	\$300.00	
			E 01 005 020 000 305 000	03/16/26 - A132-2019	\$198.00	
			E 01 005 020 000 305 000	03/16/26 - Contract agreement	\$75.00	
			E 01 005 020 000 305 000	03/21/26 - Contract review	\$125.00	
			E 01 005 020 000 305 000	03/26/26 - Widseth cntract	\$25.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>80002</b>	Invoice	<b>Invoice No:</b> 192671	<b>5/28/2026</b>	<b>Paid Amt: \$1,323.00</b>
						<b>Check Amount: \$1,323.00</b>
BOR	9479549	5792		<b>LAKE OF THE WOODS DESIGNS</b>		<b>Check</b>
			E 01 300 258 000 430 000	Award Name Plates	\$6.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>80018</b>	Invoice	<b>Invoice No:</b> 20154645690	<b>5/28/2026</b>	<b>Paid Amt: \$6.00</b>
						<b>Check Amount: \$6.00</b>
BOR	9479550	4692		<b>Lein, Harvey</b>		<b>Check</b>
			E 01 300 258 000 401 000	Accompany Junior & Senior High Choir - Prac	\$360.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>80008</b>	Invoice	<b>Invoice No:</b> 05/19/26	<b>5/28/2026</b>	<b>Paid Amt: \$360.00</b>
						<b>Check Amount: \$360.00</b>
BOR	9479551	4530		<b>Marco Technologies LLC</b>		<b>Check</b>
			E 01 005 105 000 370 000	Contract Payment - 05/05/26 - 06/05/26	\$584.42	
			E 01 005 105 000 370 000	Pool 8 - Coverage	\$16.77	
			E 01 005 105 000 370 000	Pool 9 - Coverage	\$105.17	
			E 01 005 105 000 370 000	Marco Support Desk	\$20.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>80010</b>	Invoice	<b>Invoice No:</b> 582019444	<b>5/28/2026</b>	<b>Paid Amt: \$726.36</b>
						<b>Check Amount: \$726.36</b>
BOR	9479552	1091		<b>MAUS, HEIDI</b>		<b>Check</b>
			E 01 300 258 000 401 000	Accompany 6th Grade Choir	\$150.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>80009</b>	Invoice	<b>Invoice No:</b> 05/19/26	<b>5/28/2026</b>	<b>Paid Amt: \$150.00</b>
						<b>Check Amount: \$150.00</b>
BOR	9479553	5106		<b>Minnesota Backflow</b>		<b>Check</b>
			E 01 005 865 384 350 000	Work Order 14673, 14674, 14675, 14676	\$842.00	
<b>PO#:</b>	<b>Voucher #:</b>	<b>80022</b>	Invoice	<b>Invoice No:</b> 26-039	<b>5/28/2026</b>	<b>Paid Amt: \$842.00</b>
						<b>Check Amount: \$842.00</b>

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 202601-202611 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
BOR	9479554	3079		Oak Crest Golf Course		Check			
			E 01 222 294 000 820 108	Greens Fees - Sub Section Golf Meet		\$90.00			
PO#:	Voucher #:	80005	Invoice	Invoice No: 05/21/26	5/28/2026	Paid Amt:	\$90.00		
						Check Amount:	\$90.00		
BOR	9479555	4853		SAFETYFIRST PLAYGROUND		Check			
			E 01 005 810 000 401 000	Belt Swing Seat - Red		\$99.90			
			E 01 005 810 000 401 000	Clevis		\$35.80			
			E 01 005 810 000 401 000	Clevis & Swing Wrench		\$10.00			
			E 01 005 810 000 401 000	Shipping & Handling		\$35.61			
PO#:	Voucher #:	80020	Invoice	Invoice No: 10297	5/28/2026	Paid Amt:	\$181.31		
						Check Amount:	\$181.31		
BOR	9479556	04692		SCHOOL SPECIALTY		Check			
			E 01 100 203 000 430 000	1477569 Pull-Buoy Multi-Domes, Junior Size, #		\$94.44			
PO#: 9487	Voucher #:	80003	Invoice	Invoice No: 208137033008	5/28/2026	Paid Amt:	\$94.44		
						Check Amount:	\$94.44		
BOR	9479557	3178		SCHOOL SPECIALTY		Check			
			E 01 100 203 000 430 000	2104607 Califone CA-2 Lightweight Headphon		\$76.40			
			E 01 100 203 000 430 000	2143932 School Smart Student Dry Erase Boa		\$16.20			
			E 01 100 203 000 430 000	1540145 Jack Richeson Watercolor Paper, 9 x		\$34.56			
			E 01 100 203 000 430 000	1533771 The Pencil Grip Inc Magnetic Dry Era		\$29.76			
			E 01 100 203 000 430 000	2138999 Crayola Colored Pencil Classpack, 1		\$42.89			
			E 01 100 203 000 430 000	2020182 Neenah Bright White Cardstock, 8-1/		\$12.54			
			E 01 300 256 000 430 000	1528373 School Smart Flexible Plastic Ruler, I		\$28.72			
			E 01 300 256 000 430 000	1530191 EXPO Low Odor Dry Erase Markers,		\$78.64			
			E 01 300 256 000 430 000	1572066 Avery Printable Color Coding Labels,		\$4.09			
PO#: 9493	Voucher #:	80019	Invoice	Invoice No: 208137044047	5/28/2026	Paid Amt:	\$323.80		
						Check Amount:	\$323.80		
BOR	9479558	5791		SCHWENZFEIER, ERIN		Check			
			E 21 005 298 301 401 731	MCA's Cookies		\$23.34			
PO#:	Voucher #:	80006	Invoice	Invoice No: 05/22/26	5/28/2026	Paid Amt:	\$23.34		
						Check Amount:	\$23.34		
BOR	9479559	5277		Super Bright LEDs Inc		Check			
			E 01 005 810 000 401 000	T8U4-SW5C22-F-25PK - 4' T8 LED Tubes		\$339.98			
			E 01 005 810 000 401 000	Shipping		\$94.82			
PO#:	Voucher #:	80013	Invoice	Invoice No: INVN-651660	5/28/2026	Paid Amt:	\$434.80		
						Check Amount:	\$434.80		

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026 Period: 202601-202611 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
BOR	9479560	04679		<b>Walleye Capital Sanitation</b>		<b>Check</b>		
			E 01 005 810 000 330 000	Monthly Commercial Refuse		\$680.00		
			E 01 005 810 000 330 000	Commercial SWMT		\$115.60		
<b>PO#:</b>	<b>Voucher #:</b>	<b>80011</b>	Invoice	<b>Invoice No: 28442</b>	<b>5/28/2026</b>	<b>Paid Amt:</b>	<b>\$795.60</b>	
						<b>Check Amount:</b>	<b>\$795.60</b>	
BOR	9479561	4138		<b>AFSCME Council 65</b>		<b>Check</b>		
			B 01 215 039	AFSCME		\$217.08		
<b>PO#:</b>	<b>Voucher #:</b>	<b>80024</b>	Invoice	<b>Invoice No: S2026220</b>	<b>5/29/2026</b>	<b>Paid Amt:</b>	<b>\$217.08</b>	
						<b>Check Amount:</b>	<b>\$217.08</b>	
BOR	9479562	00619		<b>Lake of the Woods Education Assoc.</b>		<b>Check</b>		
			B 01 215 027	MINN Education Assn Payable		\$1,067.01		
<b>PO#:</b>	<b>Voucher #:</b>	<b>80030</b>	Invoice	<b>Invoice No: S2026220</b>	<b>5/29/2026</b>	<b>Paid Amt:</b>	<b>\$1,067.01</b>	
						<b>Check Amount:</b>	<b>\$1,067.01</b>	
BOR	9479563	03261		<b>MSEA</b>		<b>Check</b>		
			B 01 215 031	Msea		\$205.13		
<b>PO#:</b>	<b>Voucher #:</b>	<b>80035</b>	Invoice	<b>Invoice No: S2026220</b>	<b>5/29/2026</b>	<b>Paid Amt:</b>	<b>\$205.13</b>	
						<b>Check Amount:</b>	<b>\$205.13</b>	
BOR	9479564	5735		<b>Madison National NIS-PFML</b>		<b>Check</b>		
			B 01 215 219	Payroll Ded & Employer Contrib		\$1,740.64		
<b>PO#:</b>	<b>Voucher #:</b>	<b>80034</b>	Invoice	<b>Invoice No: S2026220</b>	<b>5/29/2026</b>	<b>Paid Amt:</b>	<b>\$1,740.64</b>	
						<b>Check Amount:</b>	<b>\$1,740.64</b>	
BOR	9479565	5679		<b>MARSH &amp; MCLENNAN AGENCY</b>		<b>Check</b>		
			E 06 005 870 000 305 000	NEWB - New Builders Risk Policy Effective C		\$2,014.00		
<b>PO#:</b>	<b>Voucher #:</b>	<b>80043</b>	Invoice	<b>Invoice No: 112157</b>	<b>5/29/2026</b>	<b>Paid Amt:</b>	<b>\$2,014.00</b>	
						<b>Check Amount:</b>	<b>\$2,014.00</b>	
							<b>Report Total:</b>	<b>\$238,407.31</b>

**Lake of the Woods School District  
Cash Report as of May 31, 2026**

<b>Border Bank Simple Business Checking Account</b>			
Beginning Checking Account Balance			<b>\$884,925.90</b>
Receipts	\$482,995.53		
Wire Trans (in)	\$0.00		
Total Receipts	\$482,995.53		
Wire Trans (out)	\$0.00		
Disbursements	\$ 724,519.39		
Ending Checking Account Balance			<b>\$643,402.04</b>
<b>New Border Bank Simple Savings Plus Business Account</b>			
Beginning Checking Account Balance			<b>\$531,995.07</b>
Receipts	\$19,138.82		
Interest Earned	\$818.49		
Wire Trans (out) Debit	\$0.00		
Wire Trans (in)	\$0.00		
Fee/Debit			
Ending Savings Account Balance	Interest Rate 1.80%		<b>\$551,952.38</b>
<b>MSDLAF Liquid Asset Fund</b>			
Beginning Balance			<b>\$42,359.13</b>
Receipts	\$ -		
Interest Earned	\$ 125.54		
Transfer (in)	\$ -		
Transfer (out)	\$ -		
Ending Balance			<b>\$42,484.67</b>
Average Monthly Balance was \$42,371.28 at 3.49%			
<b>MSDLAF MAX Fund</b>			
Beginning Balance			<b>\$770,154.33</b>
Receipts	\$ -		
Interest Earned	\$ 2,342.94		
Transfer (in)	\$ -		
Transfer (out)	\$ -		
Ending Balance			<b>\$772,497.27</b>
Average Monthly Balance was \$770,381.07 at 3.58%			
<b>MN Trust</b>			<b>\$53,280.11</b>
Receipts	\$ -		
Interest Earned	\$ 160.66		
Transfer Out	\$ -		
Ending Balance			<b>\$53,440.77</b>
Average Monthly Interest Rate 3.551%			
<b>TOTAL CASH AND INVESTMENTS</b>			<b>\$2,063,777.13</b>



# MNTrust Monthly Statement

Lake of the Woods ISD 390

**Please Note:**

THE FUND WILL BE CLOSED JUNE 19TH IN OBSERVANCE OF THE JUNETEENTH HOLIDAY

## Activity Summary XXXXXXXXXX Operating

5/1/2026 - 5/31/2026

### Investment Pool Summary

	IS
Beginning Market Balance	\$53,280.11
Dividends	\$160.66
Purchases	\$0.00
Redemptions	\$0.00
Ending Market Balance	\$53,440.77
Average Monthly Rate	3.551%
NAV / Share Price	1.000
<b>Total</b>	<b>\$53,440.77</b>

<b>Total Fixed Income</b>	<b>\$0.00</b>
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<b>Account Total</b>	<b>\$53,440.77</b>
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### Your Representative

**Angie Stillwell**

(612) 509-2562

angie.stillwell@ptma.com

*Representatives are associated with PMA Securities, LLC*

### Lake of the Woods ISD 390

Po Box 310

236 15th Avenue Sw

Baudette, MN 56623



### PTMA Financial Solutions

2135 City Gate Lane, 7th Floor  
Naperville, IL 60563



# MNTrust Monthly Statement

Lake of the Woods ISD 390

## Transaction Activity (██████████) Operating

IS 5/1/2026 - 5/31/2026

Transaction	Trade Date	Settle Date	Description	Redemption	Purchase	NAV / Share Price	Shares this Transaction
	05/31/2026	05/31/2026	Total Dividend Reinvestment	\$0.00	\$160.66	\$1.000	160.660
				\$0.00	\$160.66		160.660

Beginning Market Value: \$53,280.11 | Ending Market Value: \$53,440.77



# MNTrust Monthly Statement

Lake of the Woods ISD 390

## Current Portfolio

5/31/2026

Type	Code	Holding Id	Trade Date	Settle Date	Maturity Date	Description	Cost	Rate	NAV / Share Price	Face/Par/Shares	Market Value
IS				05/31/2026		IS Account Balance	\$53,440.77	3.551%	\$1.000	53,440.770	\$53,440.77
							<b>\$53,440.77</b>			<b>53,440.770</b>	<b>\$53,440.77</b>

Time and Dollar Weighted Average Portfolio Yield: n/a

Weighted Average Portfolio Maturity: n/a

Note: Weighted Yield & Weighted Average Portfolio Maturity are calculated using "Market Value" and are only based on the fixed rate investments.

## Portfolio Summary

Type	Allocation (%)	Allocation (\$)	Description
IS	100.000%	\$53,440.77	IS Account

## Index

**Cost** is comprised of the total amount you paid for the investment (including any fees and commissions) plus any reinvested dividends.

**Rate** is the average monthly yield for pool investments or the rate on the last business day of the month for SDA investments or the yield to maturity or yield to worst for fixed term investments.

**Face/Par/Shares** is the amount received at maturity for fixed rate investments or the balance at statement date for pool investments.

**Market Value** reflects the market value as reported by an independent third-party pricing service. Certificates of Deposit and other assets for which market pricing is not readily available from a third-party pricing service are listed at "Cost" for fixed term investments or the balance at statement date for pool investments.

## MNTrust MONTHLY STATEMENT DISCLAIMER

Securities and municipal advisory brokerage services (investments purchased with proceeds from a municipal securities issuance), and investments cleared through our clearing firm, Pershing LLC, are offered through PMA Securities, LLC, a broker-dealer and municipal advisor registered with the SEC and MSRB, and a member of FINRA and SIPC. All other products and brokerage services are generally provided by PMA Financial Network, LLC. Thus, certificates of deposit ("CD"), savings deposit accounts ("SDA") and commercial paper ("CP") may be executed through either PMA entity, as applicable, depending on whether the investment was purchased with proceeds derived from the issuance of municipal securities. PMA Securities, LLC and PMA Financial Network, LLC are operated under common ownership and are affiliated with PMA Asset Management, LLC.

### Fixed Rate Investment Activity

This section shows all of the fixed term investments purchased and sold, maturities, interest received, and activity. This will include all CD, SDA, CP, securities and money market funds purchased through PMA Financial Network, LLC or PMA Securities, LLC as applicable. It also shows the approximate market value of each security and DTC CD whose price is obtained from an independent source believed to be reliable. However, PMA cannot guarantee their accuracy. This data is provided for informational purposes only. Listed values should not be interpreted as an offer to buy or sell at a specific price. Other CDs and CP are listed at their original cost. Redemption of a CD prior to maturity may result in early withdrawal penalties. Market values are based on the last day of the month for which this report date range is ending. If the run date of this report is prior to the end of the current month, the market values are listed as equivalent to the cost values.

### MNTrust Activity

This section shows all of the client's transactions in MNTrust. The Average Rate represents the average net interest rate over the previous month which is then annualized. Information regarding the MNTrust investment objectives, risks, charges and expenses can be found in the MNTrust Information Statement, which can be obtained at <http://investmntrust.org/> or by calling PMA at the phone number listed. An investment in any series of MNTrust is not a deposit of any bank, and is neither insured nor guaranteed by the Federal Deposit Insurance Corporation, the U.S. Government, any state governmental agency or MNTrust. Investors could lose money investing in any series of MNTrust, and there can be no assurance that any series of MNTrust that seeks to maintain a stable net asset value of \$1.00 per share will be able to do so.

### Money Market

The Rate shown for the liquid money market portfolio, called Investment Shares represents the average net interest rate over the previous month which is then annualized. Information regarding the investment objectives, risks, charges and expenses can be obtained by calling PMA at the phone numbers listed. The performance data featured represents past performance, which is no guarantee of future results. Investment returns will fluctuate. Current performance may be higher or lower than the performance data quoted. Please call PMA for the most recent performance figures.

### Insured Cash Sweep Activity

Insured Cash Sweep (ICS) is an insured money market deposit account. ICS money balances are recorded under the "relationship bank" as shown above. The individual reciprocating banks in which your funds are placed will not be identified on the confirmation as they may change daily. A list of individual reciprocating banks will be provided upon request. PMA monitors investment balances placed through the PMA Network. Any investment activity outside the PMA Network while using ICS may result in placements in excess of FDIC insured limits. ICS investments are limited to clients of PMA whose investments (excluding the client's local bank) are fully managed by PMA and utilize the PMA Network. If you make or intend to make investments outside the PMA Network, you are not eligible for this program and should advise PMA immediately. Prior to investing outside the PMA Network, ICS investments must be liquidated to prevent placements in excess of FDIC insured limits.

### Additional Disclosures

All funds, and/or securities are located and safe kept in an account under the client's name at their custodial bank. Any non-DTC CD listed is located in the client's name at the respective bank. Any money market fund shares are held directly with the money market fund. It is recommended that any oral communications be re-confirmed in writing to further protect your rights, including rights under the Securities Investor Protection Act.

### Debt Securities

Some debt securities are subject to redemption prior to maturity. In the event of a partial or whole call of a security, the securities call will be automatically selected on a random basis as is customary in the securities industry. The probability that your securities will be selected is proportional to the amount of your holdings relative to the total holdings. Redemption prior to maturity could affect the yield represented. Additional information is available upon request.

A financial statement of PMA Securities, LLC is available for inspection at its office or a copy will be mailed to you upon written request.

**PLEASE ADVISE PMA AND OUR CLEARING FIRM, PERSHING LLC, IMMEDIATELY OF ANY INACCURACY OR DISCREPANCY ON YOUR STATEMENT. FOR A CHANGE OF ADDRESS OR QUESTIONS REGARDING YOUR ACCOUNT, PLEASE NOTIFY YOUR PMA REPRESENTATIVE. ANY ORAL COMMUNICATIONS SHOULD BE RE-CONFIRMED IN WRITING.**

How to Contact PMA - Please call (630) 657-6400 or write to us at PMA, 2135 City Gate Lane, 7th Floor, Naperville, Illinois 60563.

How to Contact Pershing, LLC - Please call (201) 413-3330 or write to Pershing, LLC, One Pershing Plaza, Jersey City, New Jersey, 07399

PMA Securities, LLC provides the following items of information pursuant to the Financial Industry Regulatory Authority ("FINRA") Rule 2267. (1) The FINRA BrokerCheck Hotline Number is 1-800-289-9999; (2) The FINRA Web site address is: [www.finra.org](http://www.finra.org); and (3) FINRA provides an investor brochure which describes their Public Disclosure Program. Additional information is also available at [www.finra.org](http://www.finra.org).



Customer Service  
PO Box 11760  
Harrisburg, PA 17108-11760

## ACCOUNT STATEMENT

**Lake of the Woods School District ISD #390**

For the Month Ending  
**May 31, 2026**

### Client Management Team

#### Amber Cannegieter

Key Account Manager  
213 Market Street  
Harrisburg, PA 17101-2141  
1-888-4-MSDLAF  
cannegietera@pfmam.com

#### Danny A. Nelson

Director  
800 Nicollet Mall, 4th Floor  
Minneapolis, MN 55402  
612-371-3747  
nelsond@pfmam.com

### Contents

Cover/Disclosures  
Summary Statement  
Individual Accounts

### Accounts included in Statement

60233569567 REGULAR ACCOUNT

### Important Messages

MSDLAF will be closed on 06/19/2026 for Juneteenth.  
MSDLAF will be closed on 07/03/2026 for Independence Day (observed).

LAKE OF THE WOODS SCHOOL DISTRICT ISD #390  
SHENA BRANDT  
236 15TH AVE SW  
BAUDETTE, MN 56623

**Online Access** [www.msdlaf.org](http://www.msdlaf.org)

**Customer Service** 1-888-4-MSDLAF

**Important Disclosures**

**Important Disclosures**

This statement is for general information purposes only and is not intended to provide specific advice or recommendations. PFM Asset Management ("PFMAM") is a division of U.S. Bancorp Asset Management, Inc. ("USBAM"), a SEC-registered investment adviser. USBAM is direct subsidiary of U.S. Bank National Association ("U.S. Bank") and an indirect subsidiary of U.S. Bancorp. U.S. Bank is not responsible for and does not guarantee the products, services or performance of PFMAM. PFMAM maintains a written disclosure statement of our background and business experience. If you would like to receive a copy of our current disclosure statement, please contact Service Operations at the address below.

**Proxy Voting** PFMAM does not normally receive proxies to vote on behalf of its clients. However, it does on occasion receive consent requests. In the event a consent request is received the portfolio manager contacts the client and then proceeds according to their instructions. PFMAM's Proxy Voting Policy is available upon request by contacting Service Operations at the address below.

**Questions About an Account** PFMAM's monthly statement is intended to detail our investment advisory activity as well as the activity of any accounts held by clients in pools that are managed by PFMAM. The custodian bank maintains the control of assets and executes (i.e., settles) all investment transactions. The custodian statement is the official record of security and cash holdings and transactions. PFMAM recognizes that clients may use these reports to facilitate record keeping and that the custodian bank statement and the PFMAM statement should be reconciled and differences resolved. Many custodians use a settlement date basis which may result in the need to reconcile due to a timing difference.

**Account Control** PFMAM does not have the authority to withdraw funds from or deposit funds to the custodian outside the scope of services provided by PFMAM. Our clients retain responsibility for their internal accounting policies; implementing and enforcing internal controls and generating ledger entries or otherwise recording transactions.

**Market Value** Generally, PFMAM's market prices are derived from closing bid prices as of the last business day of the month as supplied by ICE Data Services. There may be differences in the values shown for investments due to accrued but uncollected income and the use of differing valuation sources and methods. Non-negotiable FDIC-insured bank certificates of deposit are priced at par. Although PFMAM believes the prices to be reliable, the values of the securities may not represent the prices at which the securities could have been bought or sold. Explanation of the valuation methods for a registered investment company or local government investment program is contained in the appropriate fund offering documentation or information statement.

**Amortized Cost** The original cost of the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discount or premium with respect to short term securities (those with less than one year to maturity at time of issuance) is amortized on a straightline basis. Such discount or premium with respect to longer term securities is amortized using the constant yield basis.

**Tax Reporting** Cost data and realized gains / losses are provided for informational purposes only. Please review for accuracy and consult your tax advisor to determine the tax consequences of your security transactions. PFMAM does not report such information to the IRS or other taxing authorities and is not responsible for the accuracy of such information that may be required to be reported to federal, state or other taxing authorities.

**Financial Situation** In order to better serve you, PFMAM should be promptly notified of any material change in your investment objective or financial situation.

**Callable Securities** Securities subject to redemption prior to maturity may be redeemed in whole or in part before maturity, which could affect the yield represented.

**Portfolio** The securities in this portfolio, including shares of mutual funds, are not guaranteed or otherwise protected by PFMAM, the FDIC (except for certain non-negotiable certificates of deposit) or any government agency. Investment in securities involves risks, including the possible loss of the amount invested. Actual settlement values, accrued interest, and amortized cost amounts may vary for securities subject to an adjustable interest rate or subject to principal paydowns. Any changes to the values shown may be reflected within the next monthly statement's beginning values.

**Rating** Information provided for ratings is based upon a good faith inquiry of selected sources, but its accuracy and completeness cannot be guaranteed.

Shares of some local government investment programs and TERM funds are distributed by representatives of USBAM's affiliate, U.S. Bancorp Investments, Inc. which is registered with the SEC as a broker/dealer and is a member of the Financial Industry Regulatory Authority ("FINRA") and the Municipal Securities Rulemaking Board ("MSRB"). You may reach the FINRA by calling the FINRA Hotline at 1-800-289-9999 or at the FINRA website address <https://www.finra.org/investors/investor-contacts>. A brochure describing the FINRA Regulation Public Disclosure Program is also available from FINRA upon request.

**Key Terms and Definitions**

**Dividends** on local government investment program funds consist of interest earned, plus any discount ratably amortized to the date of maturity, plus all realized gains and losses on the sale of securities prior to maturity, less ratable amortization of any premium and all accrued expenses to the fund. Dividends are accrued daily and may be paid either monthly or quarterly. The monthly earnings on this statement represent the estimated dividend accrued for the month for any program that distributes earnings on a quarterly basis. There is no guarantee that the estimated amount will be paid on the actual distribution date.

**Current Yield** is the net change, exclusive of capital changes and income other than investment income, in the value of a hypothetical fund account with a balance of one share over the seven-day base period including the statement date, expressed as a percentage of the value of one share (normally \$1.00 per share) at the beginning of the seven-day period. This resulting net change in account value is then annualized by multiplying it by

365 and dividing the result by 7. The yields quoted should not be considered a representation of the yield of the fund in the future, since the yield is not fixed.

**Average maturity** represents the average maturity of all securities and investments of a portfolio, determined by multiplying the par or principal value of each security or investment by its maturity (days or years), summing the products, and dividing the sum by the total principal value of the portfolio. The stated maturity date of mortgage backed or callable securities are used in this statement. However the actual maturity of these securities could vary depending on the level or prepayments on the underlying mortgages or whether a callable security has or is still able to be called.

**Monthly distribution yield** represents the net change in the value of one share (normally \$1.00 per share) resulting from all dividends declared during the month by a fund expressed as a percentage of the value of one share at the beginning of the month. This resulting net change is then annualized by multiplying it by 365 and dividing it by the number of calendar days in the month.

**YTM at Cost** The yield to maturity at cost is the expected rate of return, based on the original cost, the annual interest receipts, maturity value and the time period from purchase date to maturity, stated as a percentage, on an annualized basis.

**YTM at Market** The yield to maturity at market is the rate of return, based on the current market value, the annual interest receipts, maturity value and the time period remaining until maturity, stated as a percentage, on an annualized basis.

**Managed Account** A portfolio of investments managed discretely by PFMAM according to the client's specific investment policy and requirements. The investments are directly owned by the client and held by the client's custodian.

**Unsettled Trade** A trade which has been executed however the final consummation of the security transaction and payment has not yet taken place.

Please review the detail pages of this statement carefully. If you think your statement is wrong, missing account information, or if you need more information about a transaction, please contact PFMAM within 60 days of receipt. If you have other concerns or questions regarding your account, or to request an updated copy of PFMAM's current disclosure statement, please contact a member of your client management team at PFMAM Service Operations at the address below.

PFM Asset Management  
 Attn: Service Operations  
 213 Market Street  
 Harrisburg, PA 17101

**NOT FDIC INSURED      NO BANK GUARANTEE      MAY LOSE VALUE**

**Account Statement - Transaction Summary**

For the Month Ending **May 31, 2026**

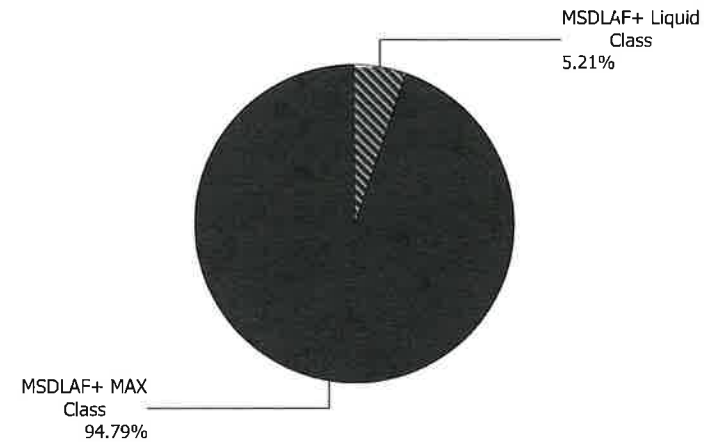
Lake of the Woods School District ISD #390 - REGULAR ACCOUNT - 60233569567

<b>MSDLAF+ Liquid Class</b>	
Opening Market Value	42,359.13
Purchases	125.54
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
<b>Closing Market Value</b>	<b>\$42,484.67</b>
Cash Dividends and Income	125.54

<b>MSDLAF+ MAX Class</b>	
Opening Market Value	770,154.33
Purchases	2,342.94
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00
<b>Closing Market Value</b>	<b>\$772,497.27</b>
Cash Dividends and Income	2,342.94

<b>Asset Summary</b>		
	<b>May 31, 2026</b>	<b>April 30, 2026</b>
<b>MSDLAF+ Liquid Class</b>	42,484.67	42,359.13
<b>MSDLAF+ MAX Class</b>	772,497.27	770,154.33
<b>Total</b>	<b>\$814,981.94</b>	<b>\$812,513.46</b>

**Asset Allocation**



**Account Statement**

For the Month Ending **May 31, 2026**

Lake of the Woods School District ISD #390 - REGULAR ACCOUNT - 60233569567

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
<b>MSDLAF+ Liquid Class</b>					
<b>Opening Balance</b>					<b>42,359.13</b>
05/29/26	06/01/26	Accrual Income Div Reinvestment - Distributions	1.00	125.54	42,484.67
<b>Closing Balance</b>					<b>42,484.67</b>

	Month of May	Fiscal YTD July-May		
<b>Opening Balance</b>	42,359.13	41,037.78	<b>Closing Balance</b>	42,484.67
<b>Purchases</b>	125.54	1,446.89	<b>Average Monthly Balance</b>	42,371.28
<b>Redemptions (Excl. Checks)</b>	0.00	0.00	<b>Monthly Distribution Yield</b>	3.49%
<b>Check Disbursements</b>	0.00	0.00		
<b>Closing Balance</b>	<b>42,484.67</b>	<b>42,484.67</b>		
<b>Cash Dividends and Income</b>	125.54	1,446.89		

<b>MSDLAF+ MAX Class</b>					
<b>Opening Balance</b>					<b>770,154.33</b>
05/29/26	06/01/26	Accrual Income Div Reinvestment - Distributions	1.00	2,342.94	772,497.27

**Account Statement**

For the Month Ending **May 31, 2026**

Lake of the Woods School District ISD #390 - REGULAR ACCOUNT - 60233569567

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
<b>Closing Balance</b>					<b>772,497.27</b>
		<b>Month of May</b>	<b>Fiscal YTD July-May</b>		
<b>Opening Balance</b>		770,154.33	157,668.58	<b>Closing Balance</b>	772,497.27
<b>Purchases</b>		2,342.94	914,828.69	<b>Average Monthly Balance</b>	770,381.07
<b>Redemptions (Excl. Checks)</b>		0.00	(300,000.00)	<b>Monthly Distribution Yield</b>	3.58%
<b>Check Disbursements</b>		0.00	0.00		
<b>Closing Balance</b>		<b>772,497.27</b>	<b>772,497.27</b>		
<b>Cash Dividends and Income</b>		2,342.94	14,828.69		

## Lake of the Woods Public Schools #390

### Student Activity Guideline

### Period Ending May 31, 2026

Sequence: Group-Sub, Crs

													<b>B26</b>			% YTD			Remaining
L	Fd	Org	Pro	Fin	O/S	Crs	Class	Sub	Description	Annual Budget	Period 202611	Year To Date	% YTD	Encumbrances	+ Enc	Balance			
00 ASSETS																			
B	21	101	000				100	00	Student Activity Cash	0.00	(910.87)	67,371.87	0%	0.00	0%	(67,371.87)			
B	21	206	000				200	00	Accounts Payable	0.00	1,902.58	1,902.58	0%	0.00	0%	(1,902.58)			
<b>00 LIABILITIES</b>																			
701 SEL calming corners																			
B	21	401	701				400	701	SEL Calming Corners	0.00	0.00	(1,432.30)	0%	0.00	0%	1,432.30			
R	21	005	298	301	099	701	401	701	SEL Calming Corners	(1,000.00)	0.00	0.00	0%	0.00	0%	(1,000.00)			
<b>701 SEL calming corners</b>																			
										<b>(1,000.00)</b>	<b>0.00</b>	<b>(1,432.30)</b>	<b>143%</b>	<b>0.00</b>	<b>143%</b>	<b>432.30</b>			
702 Athletics																			
B	21	401	702				400	702	Athletics	0.00	0.00	(3,880.00)	0%	0.00	0%	3,880.00			
<b>702 Athletics</b>																			
										<b>0.00</b>	<b>0.00</b>	<b>(3,880.00)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>3,880.00</b>			
703 Science Club																			
B	21	401	703				400	703	Science Club	0.00	0.00	(286.00)	0%	0.00	0%	286.00			
E	21	005	298	301	401	703	401	703	Science Club	0.00	35.98	95.94	0%	0.00	0%	(95.94)			
<b>703 Girls Basketball</b>																			
										<b>0.00</b>	<b>35.98</b>	<b>(190.06)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>190.06</b>			
704 Boys Basketball																			
E	21	005	298	301	401	704	401	704	Kindergarten Clawset	0.00	0.00	130.93	0%	0.00	0%	(130.93)			
R	21	005	298	301	099	704	401	704	Kindergarten Clawset	0.00	0.00	(765.00)	0%	0.00	0%	765.00			
<b>704 Boys Basketball</b>																			
										<b>0.00</b>	<b>0.00</b>	<b>(634.07)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>634.07</b>			
712 High School Yearbook																			
B	21	401	712				400	712	High School Yearbook	0.00	0.00	(6,218.95)	0%	0.00	0%	6,218.95			
E	21	005	298	301	401	712	401	712	High School Yearbook	7,500.00	0.00	3,413.60	46%	0.00	46%	4,086.40			
R	21	005	298	301	099	712	401	712	High School Yearbook	(5,500.00)	(1,711.28)	(5,491.28)	100%	0.00	100%	(8.72)			
<b>712 High School Yearbook</b>																			
										<b>2,000.00</b>	<b>(1,711.28)</b>	<b>(8,296.63)</b>	<b>(415%)</b>	<b>0.00</b>	<b>(415%)</b>	<b>10,296.63</b>			
713 Student Council																			
B	21	401	713				400	713	Student Council	0.00	0.00	(2,069.01)	0%	0.00	0%	2,069.01			
E	21	005	298	301	401	713	401	713	Student Council	618.00	0.00	728.61	118%	0.00	118%	(110.61)			
R	21	005	298	301	099	713	401	713	Student Council	(1,000.00)	0.00	(320.00)	32%	0.00	32%	(680.00)			
<b>713 Student Council</b>																			
										<b>(382.00)</b>	<b>0.00</b>	<b>(1,660.40)</b>	<b>435%</b>	<b>0.00</b>	<b>435%</b>	<b>1,278.40</b>			
714 Special Ed Fundraising																			
B	21	401	714				400	714	Special Ed Fundraising	0.00	0.00	(1,052.82)	0%	0.00	0%	1,052.82			
E	21	005	298	301	401	714	401	714	Special Ed Fundraising	500.00	0.00	0.00	0%	0.00	0%	500.00			
R	21	005	298	301	099	714	401	714	Special Ed Fundraising	(450.00)	0.00	0.00	0%	0.00	0%	(450.00)			
<b>714 Special Ed Fundraising</b>																			
										<b>50.00</b>	<b>0.00</b>	<b>(1,052.82)</b>	<b>(2106%)</b>	<b>0.00</b>	<b>(2106%)</b>	<b>1,102.82</b>			

**Lake of the Woods Public Schools #390**  
**Student Activity Guideline**  
**Period Ending May 31, 2026**

Sequence: Group-Sub, Crs

										<b>B26</b>				% YTD	Remaining	
L	Fd	Org	Pro	Fin	O/S	Crs	Class	Sub	Description	Annual Budget	Period 202611	Year To Date	% YTD	Encumbrances	+ Enc	Balance
715 Elementary Yearbook																
B	21	401	715				400	715	Elementary Yearbook	0.00	0.00	(3,687.83)	0%	0.00	0%	3,687.83
E	21	005	298	301	401	715	401	715	Elementary Yearbook	515.00	0.00	1,429.76	278%	0.00	278%	(914.76)
R	21	005	298	301	099	715	401	715	Elementary Yearbook	(1,300.00)	(460.00)	(942.00)	72%	0.00	72%	(358.00)
<b>715 Elementary Yearbook</b>										<b>(785.00)</b>	<b>(460.00)</b>	<b>(3,200.07)</b>	<b>408%</b>	<b>0.00</b>	<b>408%</b>	<b>2,415.07</b>
716 ECFE																
E	21	005	298	301	401	716	401	716	ECFE	5,000.00	0.00	0.00	0%	0.00	0%	5,000.00
R	21	005	298	301	099	716	401	716	ECFE	(1,300.00)	0.00	(2,705.00)	208%	0.00	208%	1,405.00
<b>716 ECFE</b>										<b>3,700.00</b>	<b>0.00</b>	<b>(2,705.00)</b>	<b>(73%)</b>	<b>0.00</b>	<b>(73%)</b>	<b>6,405.00</b>
718 Class of 2032																
B	21	401	718				400	718	Class of 2032	0.00	0.00	(939.14)	0%	0.00	0%	939.14
E	21	005	298	301	401	718	401	718	Class of 2032	0.00	0.00	369.53	0%	0.00	0%	(369.53)
R	21	005	298	301	099	718	401	718	Class of 2032	0.00	0.00	(2,194.00)	0%	0.00	0%	2,194.00
<b>718 Class of 2032</b>										<b>0.00</b>	<b>0.00</b>	<b>(2,763.61)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>2,763.61</b>
719 Class of 2033																
E	21	005	298	301	401	719	401	719	Class of 2033	0.00	200.08	2,863.38	0%	0.00	0%	(2,863.38)
R	21	005	298	301	099	719	401	719	Class of 2033	0.00	0.00	(5,054.00)	0%	0.00	0%	5,054.00
<b>719 Class of 2033</b>										<b>0.00</b>	<b>200.08</b>	<b>(2,190.62)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>2,190.62</b>
722 Class of 2031																
B	21	401	722				400	722	Class of 2031	0.00	0.00	(5,357.64)	0%	0.00	0%	5,357.64
E	21	005	298	301	401	722	401	722	Class of 2031	1,500.00	0.00	0.00	0%	0.00	0%	1,500.00
R	21	005	298	301	099	722	401	722	Class of 2031	(5,000.00)	0.00	0.00	0%	0.00	0%	(5,000.00)
<b>722 Class of 2022</b>										<b>(3,500.00)</b>	<b>0.00</b>	<b>(5,357.64)</b>	<b>153%</b>	<b>0.00</b>	<b>153%</b>	<b>1,857.64</b>
723 Class of 2023																
E	21	005	298	301	401	723	401	723	Class of 2023	1,000.00	0.00	0.00	0%	0.00	0%	1,000.00
<b>723 Class of 2023</b>										<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>1,000.00</b>
725 Class of 2025																
B	21	401	725				400	725	Class of 2025	0.00	0.00	(4,993.28)	0%	0.00	0%	4,993.28
E	21	005	298	301	401	725	401	725	Class of 2025	0.00	0.00	2,638.48	0%	0.00	0%	(2,638.48)
R	21	005	298	301	099	725	401	725	Class of 2025	(4,000.00)	0.00	0.00	0%	0.00	0%	(4,000.00)
<b>725 Class of 2025</b>										<b>(4,000.00)</b>	<b>0.00</b>	<b>(2,354.80)</b>	<b>59%</b>	<b>0.00</b>	<b>59%</b>	<b>(1,645.20)</b>
726 Class of 2026																
B	21	401	726				400	726	Class of 2026	0.00	0.00	(11,829.09)	0%	0.00	0%	11,829.09
E	21	005	298	301	401	726	401	726	Class of 2026	2,060.00	7,678.31	14,556.70	707%	0.00	707%	(12,496.70)

## Lake of the Woods Public Schools #390

### Student Activity Guideline

### Period Ending May 31, 2026

Sequence: Group-Sub, Crs

										<b>B26</b>				% YTD		Remaining
L	Fd	Org	Pro	Fin	O/S	Crs	Class	Sub	Description	Annual Budget	Period 202611	Year To Date	% YTD	Encumbrances	+ Enc	Balance
726 Class of 2026																
R	21	005	298	301	099	726	401	726	Class of 2026	(4,000.00)	0.00	(6,642.50)	166%	0.00	166%	2,642.50
<b>726 Class of 2026</b>										<b>(1,940.00)</b>	<b>7,678.31</b>	<b>(3,914.89)</b>	<b>202%</b>	<b>0.00</b>	<b>202%</b>	<b>1,974.89</b>
727 Class of 2027																
B	21	401	727				400	727	Class of 2027	0.00	0.00	(7,656.04)	0%	0.00	0%	7,656.04
E	21	005	298	301	401	727	401	727	Class of 2027	2,000.00	641.56	12.11	1%	0.00	1%	1,987.89
R	21	005	298	301	099	727	401	727	Class of 2027	(4,000.00)	(785.63)	(2,090.63)	52%	0.00	52%	(1,909.37)
<b>727 Class of 2027</b>										<b>(2,000.00)</b>	<b>(144.07)</b>	<b>(9,734.56)</b>	<b>487%</b>	<b>0.00</b>	<b>487%</b>	<b>7,734.56</b>
729 Class of 2028																
B	21	401	729				400	729	Class of 2028	0.00	0.00	(803.47)	0%	0.00	0%	803.47
E	21	005	298	301	401	729	401	729	Class of 2028	1,545.00	0.00	5,919.00	383%	0.00	383%	(4,374.00)
R	21	005	298	301	099	729	401	729	Class of 2028	(500.00)	0.00	(5,898.00)	1180%	0.00	1180%	5,398.00
<b>729 Class of 2028</b>										<b>1,045.00</b>	<b>0.00</b>	<b>(782.47)</b>	<b>(75%)</b>	<b>0.00</b>	<b>(75%)</b>	<b>1,827.47</b>
730 Class of 2029																
B	21	401	730				400	730	Class of 2029	0.00	0.00	(4,457.34)	0%	0.00	0%	4,457.34
E	21	005	298	301	401	730	401	730	Class of 2029	1,545.00	0.00	920.75	60%	0.00	60%	624.25
R	21	005	298	301	099	730	401	730	Class of 2029	0.00	0.00	(1,397.00)	0%	0.00	0%	1,397.00
<b>730 Class of 2029</b>										<b>1,545.00</b>	<b>0.00</b>	<b>(4,933.59)</b>	<b>(319%)</b>	<b>0.00</b>	<b>(319%)</b>	<b>6,478.59</b>
731 High School PBIS																
B	21	401	731				400	731	PBIS	0.00	0.00	(8,876.53)	0%	0.00	0%	8,876.53
E	21	005	298	301	401	731	401	731	PBIS	1,500.00	442.95	6,882.31	459%	0.00	459%	(5,382.31)
R	21	005	298	301	099	731	401	731	PBIS	(1,000.00)	(5,131.10)	(11,167.94)	1117%	0.00	1117%	10,167.94
<b>731 HS PBIS</b>										<b>500.00</b>	<b>(4,688.15)</b>	<b>(13,162.16)</b>	<b>(2632%)</b>	<b>0.00</b>	<b>(2632%)</b>	<b>13,662.16</b>
732 Backpack Program																
B	21	401	732				400	732	Backpack Program	0.00	0.00	(4,948.31)	0%	0.00	0%	4,948.31
E	21	005	298	301	401	732	401	732	Backpack Program	2,500.00	(1,902.58)	7,906.37	316%	0.00	316%	(5,406.37)
R	21	005	298	301	099	732	401	732	Backpack Program	(1,000.00)	0.00	(657.50)	66%	0.00	66%	(342.50)
<b>732 Backpack Program</b>										<b>1,500.00</b>	<b>(1,902.58)</b>	<b>2,300.56</b>	<b>153%</b>	<b>0.00</b>	<b>153%</b>	<b>(800.56)</b>
733 Class of 2030																
B	21	401	733				400	733	Class of 2030	0.00	0.00	(3,329.32)	0%	0.00	0%	3,329.32
<b>733 Class of 2030</b>										<b>0.00</b>	<b>0.00</b>	<b>(3,329.32)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>3,329.32</b>
<b>Report Totals:</b>										<b>(2,267.00)</b>	<b>(0.00)</b>	<b>(0.00)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>(2,267.00)</b>

Lake of the Woods Public Schools #390
Student Activity Transaction Report
202611 through 202611

Sequence: Comp, L, Fd, Org, Pro, Fin, O/S, Crs

21 Student Activity Fund

Table for Science Club: St Bal: \$59.96 Activity: \$35.98 Enc: \$0.00 End Bal: \$95.94. Includes columns for Type Code, Period, Date, St, Vendor / Cust / Desc, Detail Description, PO#, Inv Ref, PmtDt/DepCtl, Pmt Tp, Check#, Amount. Total Voucher Activity: \$35.98

Table for Class of 2033: St Bal: \$2,663.30 Activity: \$200.08 Enc: \$0.00 End Bal: \$2,863.38. Includes columns for Type Code, Period, Date, St, Vendor / Cust / Desc, Detail Description, PO#, Inv Ref, PmtDt/DepCtl, Pmt Tp, Check#, Amount. Total Voucher Activity: \$200.08

Table for Class of 2026: St Bal: \$6,878.39 Activity: \$7,678.31 Enc: \$0.00 End Bal: \$14,556.70. Includes columns for Type Code, Period, Date, St, Vendor / Cust / Desc, Detail Description, PO#, Inv Ref, PmtDt/DepCtl, Pmt Tp, Check#, Amount. Total Voucher Activity: \$7,678.31

Table for Class of 2027: St Bal: (\$629.45) Activity: \$641.56 Enc: \$0.00 End Bal: \$12.11. Includes columns for Type Code, Period, Date, St, Vendor / Cust / Desc, Detail Description, PO#, Inv Ref, PmtDt/DepCtl, Pmt Tp, Check#, Amount. Total Voucher Activity: \$641.56

Table for PBIS: St Bal: \$6,439.36 Activity: \$442.95 Enc: \$0.00 End Bal: \$6,882.31. Includes columns for Type Code, Period, Date, St, Vendor / Cust / Desc, Detail Description, PO#, Inv Ref, PmtDt/DepCtl, Pmt Tp, Check#, Amount. Total Voucher Activity: \$442.95

**Lake of the Woods Public Schools #390**  
**Student Activity Transaction Report**  
**202611 through 202611**

Sequence: Comp, L, Fd, Org, Pro, Fin, O/S, Crs

21 Student Activity Fund												
Type Code	Period	Date	St	Vendor / Cust / Desc	Detail Description	PO#	Inv Ref	PmtDt/DepCtl	Pmt Tp	Check#	Amount	
0390 E 21 005 298 301 401 732	<b>Backpack Program</b>				<b>St Bal:</b>	<b>\$9,808.95</b>	<b>Activity:</b>	<b>(\$1,902.58)</b>	<b>Enc:</b>	<b>\$0.00</b>	<b>End Bal:</b>	<b>\$7,906.37</b>
VOU 80004	202611	05/20/26	1	4954 North Country Food Bank, Inc.	Credit Memo - Backpack Program		04/30/26				(1,902.58)	
<b>Total Voucher Activity:</b>											<b>(\$1,902.58)</b>	
0390 R 21 005 298 301 099 712	<b>High School Yearbook</b>				<b>St Bal:</b>	<b>(\$3,780.00)</b>	<b>Activity:</b>	<b>(\$1,711.28)</b>	<b>Enc:</b>	<b>\$0.00</b>	<b>End Bal:</b>	<b>(\$5,491.28)</b>
RCT 27893	202611	05/05/26	1	1057 Student Activity	High School Yearbook			6790	CH	002309	(1,711.28)	
<b>Total Receipt Activity:</b>											<b>(\$1,711.28)</b>	
0390 R 21 005 298 301 099 715	<b>Elementary Yearbook</b>				<b>St Bal:</b>	<b>(\$482.00)</b>	<b>Activity:</b>	<b>(\$460.00)</b>	<b>Enc:</b>	<b>\$0.00</b>	<b>End Bal:</b>	<b>(\$942.00)</b>
RCT 27879	202611	05/14/26	1	1057 Student Activity	Elementary Yearbook			6787	CH	001959	(420.00)	
RCT 27929	202611	05/27/26	1	1057 Student Activity	Elementary Yearbook			6793	CH	001962	(40.00)	
<b>Total Receipt Activity:</b>											<b>(\$460.00)</b>	
0390 R 21 005 298 301 099 727	<b>Class of 2027</b>				<b>St Bal:</b>	<b>(\$1,305.00)</b>	<b>Activity:</b>	<b>(\$785.63)</b>	<b>Enc:</b>	<b>\$0.00</b>	<b>End Bal:</b>	<b>(\$2,090.63)</b>
RCT 27882	202611	05/14/26	1	1057 Student Activity	Class of 2027			6787	CH	002315	(525.63)	
RCT 27885	202611	05/14/26	1	1057 Student Activity	Class of 2027			6787	CH	002314	(260.00)	
<b>Total Receipt Activity:</b>											<b>(\$785.63)</b>	
0390 R 21 005 298 301 099 731	<b>PBIS</b>				<b>St Bal:</b>	<b>(\$6,036.84)</b>	<b>Activity:</b>	<b>(\$5,131.10)</b>	<b>Enc:</b>	<b>\$0.00</b>	<b>End Bal:</b>	<b>(\$11,167.94)</b>
RCT 27888	202611	05/05/26	1	1057 Student Activity	PBIS			6790	CH	002313	(44.00)	
RCT 27890	202611	05/05/26	1	1057 Student Activity	PBIS			6790	CH	002311	(12.10)	
RCT 27918	202611	05/22/26	1	1057 Student Activity	PBIS			6792	CH	002319	(25.00)	
RCT 27919	202611	05/22/26	1	1057 Student Activity	PBIS			6792	CH	002318	(50.00)	
RCT 27938	202611	05/27/26	1	1057 Student Activity	PBIS			6793	CH	002320	(5,000.00)	
<b>Total Receipt Activity:</b>											<b>(\$5,131.10)</b>	
<b>21 Student Activity Fund</b>					<b>\$13,616.67</b>	<b>(\$991.71)</b>	<b>\$0.00</b>	<b>\$12,624.96</b>				
<b>Report Total Balance:</b>					<b>\$13,616.67</b>	<b>(\$991.71)</b>	<b>\$0.00</b>	<b>\$12,624.96</b>				

**Lake of the Woods Public Schools #390**  
**UFARS Exp/Rev Summary**  
**Period Ending May 31, 2026**

Sequence: L, Fd

	District	B26					% YTD	Remaining
	Account Description	Annual Budget	Period 202611	Year To Date	% YTD	Encumbrances	+ Enc	Balance
01	General	7,218,894.00	620,845.20	5,733,883.11	79%	20,220.74	80%	1,464,790.15
02	Food Service	377,833.00	28,503.86	355,865.13	94%	0.00	94%	21,967.87
04	Community Service	410,228.00	20,101.69	305,396.78	74%	0.00	74%	104,831.22
06	Construction	0.00	113,488.85	113,488.85	0%	0.00	0%	(113,488.85)
07	Debt Redemption	1,051,700.00	0.00	1,052,750.00	100%	0.00	100%	(1,050.00)
E	<b>Expenditure</b>	<b>9,058,655.00</b>	<b>782,939.60</b>	<b>7,561,383.87</b>	<b>83%</b>	<b>20,220.74</b>	<b>84%</b>	<b>1,477,050.39</b>
01	General	(7,463,888.00)	(456,468.48)	(5,905,496.34)	79%	0.00	79%	(1,558,391.66)
02	Food Service	(358,350.00)	(40,521.41)	(334,552.76)	93%	0.00	93%	(23,797.24)
04	Community Service	(345,893.00)	(8,821.69)	(82,580.18)	24%	0.00	24%	(263,312.82)
07	Debt Redemption	(1,104,708.00)	0.00	(279,969.01)	25%	0.00	25%	(824,738.99)
R	<b>Revenue</b>	<b>(9,272,839.00)</b>	<b>(505,811.58)</b>	<b>(6,602,598.29)</b>	<b>71%</b>	<b>0.00</b>	<b>71%</b>	<b>(2,670,240.71)</b>
	<b>Report Totals:</b>	<b>(214,184.00)</b>	<b>277,128.02</b>	<b>958,785.58</b>	<b>(448%)</b>	<b>20,220.74</b>	<b>(457%)</b>	<b>(1,193,190.32)</b>

Lake of the Woods Public Schools #390  
Wire Payment Register

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
BOR		53566		Wire	1	08330	MADISON NATIONAL LIFE		No	Yes	No	05/18/2026	4,826.93
BOR		53567		Wire	1	09541	PERA		No	Yes	No	05/18/2026	10,455.82
BOR		53568		Wire	1	3198	Educators Benefit Consultants,		No	Yes	No	05/18/2026	9,283.14
BOR		53569		Wire	1	3475	Teacher Retirement Association		No	Yes	No	05/18/2026	19,016.44
BOR		53570		Wire	1	3503	USA TAX		No	Yes	No	05/18/2026	38,626.96
BOR		53571		Wire	1	3504	MINNESOTA TAX		No	Yes	No	05/18/2026	6,056.99
BOR		53572		Wire	1	3820	SCHOOL MANAGEMENT SERVICES, LLC		No	Yes	No	05/18/2026	2,320.60
BOR		53573		Wire	2	5259	Wex HSA		No	Yes	No	05/18/2026	1,377.10
BOR		53613		Wire	1	09541	PERA		No	No	No	05/29/2026	12,039.20
BOR		53614		Wire	1	3198	Educators Benefit Consultants,		No	No	No	05/29/2026	9,283.14
BOR		53615		Wire	1	3475	Teacher Retirement Association		No	No	No	05/29/2026	22,219.25
BOR		53616		Wire	1	3503	USA TAX		No	No	No	05/29/2026	44,758.37
BOR		53617		Wire	1	3504	MINNESOTA TAX		No	No	No	05/29/2026	7,419.03
BOR		53618		Wire	2	5259	Wex HSA		No	No	No	05/29/2026	2,077.10
BOR		53695		Wire	1	1769	AFLAC		No	Yes	No	05/31/2026	135.06
BOR		53696		Wire	1	4325	rSchool Today		No	Yes	No	05/31/2026	87.61
BOR		53697		Wire	1	4928	School Pay Fee-13 Verticles LLC		No	Yes	No	05/31/2026	147.32
BOR		53698		Wire	1	5090	Delta Dental of Minnesota		No	Yes	No	05/31/2026	2,097.96
BOR		53699		Wire	1	5116	VSP Insurance CO		No	Yes	No	05/31/2026	249.50
BOR		53700		Wire	1	5222	Medica-North Risk		No	Yes	No	05/31/2026	52,670.80
BOR		53701		Wire	1	5276	WEX FSA/DEP Reimb. or Fees		No	Yes	No	05/31/2026	3,317.00
BOR		53702		Wire	2	5259	Wex HSA		No	Yes	No	05/31/2026	700.00

Bank Total: \$249,165.32

Report Total: \$249,165.32

Date: June 8, 2026

To: Scott Fitzsimonds, Superintendent and School Board Members

From: Mary Merchant, Principal

Re: Resignation

I resign from my position as principal at Lake of the Woods School upon completion of the 2025-26 contract.

Signed,

A handwritten signature in blue ink that reads "Mary Merchant". The signature is written in a cursive style with a large, stylized initial 'M'.

Mary Merchant  
Principal



Dear Lake of the Woods School,

On behalf of Cass Clay Creamery, we are pleased to submit our bid to supply milk and dairy products for the 2026–2027 school year.

Cass Clay Creamery has a long-standing commitment to providing high-quality, nutritious dairy products to schools, and we take pride in supporting student health and wellness through reliable service and consistent product excellence.

Our team is dedicated to ensuring timely deliveries, maintaining product freshness, and offering responsive customer service throughout the school year. We also strive to be a dependable partner to your nutrition program, working collaboratively to meet the needs of your students and staff.

Enclosed, please find our completed bid documents and pricing information for your review. We would welcome the opportunity to discuss our proposal further and answer any questions you may have.

Thank you for your consideration. We appreciate the opportunity to serve your district and support your school meal program.

Sincerely,  
Steve Tedford  
Sales Manager  
Cass Clay Creamery  
701-371-4730  
[steve.tedford@kemps.com](mailto:steve.tedford@kemps.com)



**MINNESOTA  
May 2026  
ESCALATOR CLAUSE**

It is hereby understood that the prices quoted are based on the USDA Class I prices listed below under the terms of the Federal Milk Market Order #30.

<b>Class I Skim</b>	14.12 CWT.
<b>Class I Butterfat</b>	1.8649 LB.

**ESCALATOR CLAUSE**

If the Class I Skim price per hundredweight is increased or decreased, for each \$0.10 per hundredweight increase or decrease, the quotation on:

Half-pint fluid milk will decrease or increase      \$.00054 per ½ pint

If the Class I Butterfat price per pound is increased or decreased, for each \$ 0.01 increase or decrease, the quotation on a half-pint will follow this formula:

Whole Milk	\$ 0.00017750 per 1/2 pint
2% Milk	\$ 0.00010750 per 1/2 pint
1% Milk	\$ 0.00005375 per 1/2 pint
Skim Milk	\$ 0.00001000 per 1/2 pint



**LAKE OF THE WOODS**  
*School*

CASS CLAY CREAMERY  
200 20<sup>TH</sup> STREET NORTH  
FARGO NORTH DAKOTA  
58102

Lake of the Woods School District #390  
PO Box 310  
Baudette, MN. 56623  
Phone: 218-634-2735 Fax 218-634-2467

**REQUEST FOR BIDS**  
BIDS ACCEPTED UNTIL 4pm MAY 16th  
2026

**BID OPENING: May 19<sup>th</sup> 2026**  
**9:00 AM - DISTRICT OFFICE**

**PLEASE MARK "MILK BID" ON ENVELOPE**

½ Pint Lactose Free Milk	<u>.59 esc.</u>
½ Pint Skim Milk	<u>.339 esc.</u>
½ Pint Chocolate <sup>1%</sup> <del>Skim</del>	<u>.360 esc.</u>
½ Pint 1% Milk	<u>.349 esc.</u>
½ Pint 2% Milk	<u>.361 esc.</u>
½ Pint Whole Milk	<u>.367 esc.</u>

**WWW.LAKEOFTHEWOODSSCHOOL.ORG**

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Lake of the Woods School ISD #390 • 236 15th Ave SW • P.O. Box 310 • Baudette, MN 56623  
218.634.2510 (Phone) • 218. 634.2467 (Fax)



**LAKE OF THE WOODS**  
*School*

**Milk Service General Specifications**

The contract period for this bid invitation will be from August 1, 2026-  
July 31, 2027

Only Grade A pasteurized fluid milk and milk products are allowable.  
The facility must continually maintain successful inspections with the  
Minnesota Department of Health.

A schedule of twice weekly deliveries will be developed with the  
successful bidder that meets the demands for the School Nutrition  
Program. With emphasis on the time of day deliveries are made.

All milk will be subject to inspection upon arrival. In any instance where  
the milk fails to meet required standards- safe temperatures, reasonable  
freshness dates etc. the school reserves the right at the vendor's expense  
to return the product with the vendor to pay for replacement.

**Price Escalations.**

Written notice of increase or decrease per unit must be issued to the Food  
Service Director and Business Manager prior to implementing the  
change. Any changes must be accompanied by the Federal Milk  
Marketing Order.

Lake of the Woods school reserves the right to reject all bids.

**WWW.LAKEOFTHEWOODSSCHOOL.ORG**

Lake of the Woods School ISD #390 • 236 15th Ave SW • P.O. Box 310 • Baudette, MN 56623  
218.634.2510 (Phone) • 218. 634.2467 (Fax)



**Lake of the Woods School  
School Board Meeting  
Agenda Information**

**School Board Agenda**

**Date:**

June 22, 2026

\*\*\*\*\*

**Agenda Number & Item:**

7.e. - Approval of the review and final reading of policies

\*\*\*\*\*

**Requested Action:**

1. Approve the review and final reading of Policies 410, 503, 515, 530, 533, 615, 701, 721

\*\*\*\*\*

**Background Information:**

These policies contain updates from the MN School Board Association due to changes in statues and policies. The following policies were reviewed by the Policy Committee on April 16, 2026. The committee found the changes to the following policies substantive and its recommendation is for three readings and adoption.

- a. 410 Family and Medical Leave Policy
  - i. Deletes references to MN parenting laws in light of new MN laws on paid leave and ESST
- b. 503 Student Attendance
  - i. Adds MN statutory provisions to Art. II and Art. III; updates ‘habitual truant’ definition
- c. 515 Protection and Privacy of Pupil Records
  - i. Updates immunization record information in Art.VI.B.16 to reflect MN Health and Human Services guidance; Resources added
- d. 530 Immunization Records
  - i. Updates Art. VI.B to reflect MN Health and Human Services guidance; Resources added
- e. 533 Wellness
  - i. Updated by Wellness Committee with recommendations from the WellStat3.0 review.
- f. 615 Testing Accomodations, Modifications, and Exemptions for IEP’s, Section 504 Plans, and LEP Students
  - i. Aligns policy with transition to Alt MCA requirements
- g. 701 Establishment and Adoption of School District Budget
  - i. Revisions in Art. III. A. and B. recommended by auditors and MSBA staff; Revision in Art. III.C. aligns with MN Stat. 123B.77, subd. 4
- h. 721 Procurement
  - i. Updates in response to MDE auditor recommendations

\*\*\*\*\*

**Attachments:**

1. MSBA/MASA Model Policy 410 - redline version
2. MSBA/MASA Model Policy 503 - redline version

3. MSBA/MASA Model Policy 515 - redline version
4. MSBA/MASA Model Policy 530 - redline version
5. MSBA/MASA Model Policy 533 - redline version
6. MSBA/MASA Model Policy 615 - redline version
7. MSBA/MASA Model Policy 701 - redline version
8. MSBA/MASA Model Policy 721 - redline version

\*\*\*\*\*

**Fiscal Impact:**

1. N/A

\*\*\*\*\*

**School Board Action:**

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

Vote Yes: \_\_\_\_\_

Vote No: \_\_\_\_\_

No Action Required: \_\_\_\_\_

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

MSBA/MASA Model Policy  
410

Orig. 1995  
Rev. 2026

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

## 410 FAMILY AND MEDICAL LEAVE POLICY

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

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

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

### III. DEFINITIONS

A. "Covered active duty" means:

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

B. "Covered servicemember" means:

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

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

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

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

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

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

#### IV. LEAVE ENTITLEMENT

##### A. Twelve-week Leave under Federal Law

1. Eligible employees are entitled to a total of twelve (12) work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one (1) or more of the following reasons in accordance with applicable law:
  - a. birth of the employee's child and to care for such child;
  - b. placement of an adopted or foster child with the employee;
  - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
  - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
  - e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.

**[NOTE: An employer is permitted to choose any one of the following methods for determining the 12-month period in which the twelve (12) weeks of FMLA leave entitlement occurs: (a) the calendar year; (b) any fixed 12-month leave year, such as a fiscal year, a year required by State law, or a year starting on an employee's anniversary date; (c) the 12-month period measured forward from the date any employee's first FMLA leave; or (d) a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave. It is recommended, however, that school districts use the 12-month rolling measurement as it prevents employees from stacking 12-week leave entitlement that could occur if, for example, a calendar or fiscal year is utilized. Where a calendar, fiscal or similar period is used, an**

**employee could use twelve (12) weeks at the end of the period and then again at the beginning of the period, providing an entitlement to a leave of twenty-four (24) consecutive weeks. If a school district changes its definition of a "year" in this policy, it must give employees notice of at least sixty (60) days before implementing this change.]**

3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
  - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
  - b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five (5) years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:
    - (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
    - (2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of fifty (50) percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
    - (3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
    - (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
6. Eligible spouses employed by the school district are limited to an aggregate of

twelve (12) weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one (1) spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Subparagraph IV.A.1.e. above.

7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within fifteen (15) days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Subparagraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give thirty (30) days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Subparagraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the

leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.

13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

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

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

B. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of twenty-six (26) work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of twenty-six (26) work weeks of leave under Paragraphs IV.A. and IV.C. above.

3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends twelve (12) months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of twenty-six (26) weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within fifteen (15) days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Subparagraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

#### **V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES**

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

employee's return from leave would occur during the last two (2) weeks of the semester.

3. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last three (3) weeks of the semester and the leave will last more than five (5) working days, the school district may require the employee to continue taking leave until the end of the semester.
4. If the school district requires an instructional employee to extend leave through the end of a semester as set forth in this paragraph, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement. Any additional leave required by the school district to the end of the school term is not counted as FMLA leave but as an unpaid or paid leave, to the extent the instructional employee has accrued paid leave available and the school district shall maintain the employee's group health insurance and restore the employee to the same or equivalent job, including other benefits, at the conclusion of the leave.

## **VI. OTHER**

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

## **VII. DISSEMINATION OF POLICY**

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

**[NOTE: The school board may choose a review cycle for this policy.]**

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

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

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

MSBA/MASA Model Policy  
503

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

Orig. 1995  
Rev. 2026

## 503 STUDENT ATTENDANCE

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

### I. PURPOSE

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

### II. GENERAL STATEMENT OF POLICY

#### A. Responsibilities

##### 1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

##### 2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

##### 3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

##### 4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the

previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

- b. In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statutes, section 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.
- c. The district must count a student as in attendance on each day the student receives supervision, instruction, or services from school staff during scheduled school hours. Minnesota Statutes, section 120A.22 does not remove the school district's responsibility to continue to comply with reporting requirements in Minnesota Statutes, section 126C.05 for the purposes of funding.
- d. The principal must issue and keep a record of attendance, under rules established by the school board.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

- a. A parent, guardian, or other person having control of a child may apply to a school district to have the child excused from attendance for the whole or any part of the time school is in session during any school year. Application may be made to a truant officer or the school official designated by the principal. A note from a physician or a licensed mental health professional stating that the child cannot attend school is a valid excuse.

**[NOTE: The 2025 Minnesota legislature amended Minnesota Statutes, section 120A.22 as indicated above.]**

- b. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school.

**[NOTE: The school district may choose to include subparagraph (b).]**

- c. The school board of the district in which the child resides may approve the application under subparagraph (a) above upon a legitimate exception being demonstrated to the satisfaction of that board.

- d. Legitimate Exceptions

The following reasons shall be sufficient to constitute excused absences:

- (1) that the child's physical or mental health is such as to prevent attendance at school or application to study for the period

required, which includes:

- (a) child illness, medical, dental, orthodontic, or counseling appointments; including appointments conducted through telehealth;
  - (b) family emergencies;
  - (c) the death or serious illness or funeral of an immediate family member;
  - (d) active duty in any military branch of the United States;
  - (e) the child has a condition that requires ongoing treatment for a mental health diagnosis; or
  - (f) other exemptions included in this attendance policy.
- (2) that the child has already completed state and district standards required for graduation from high school; or
- (3) that it is the wish of the parent, guardian, or other person having control of the child, that the child attend for a period or periods not exceeding in the aggregate three (3) hours in any week, instruction conducted by a Tribal spiritual or cultural advisor, or a school for religious instruction conducted and maintained by a church, or association of churches, or any Sunday school association incorporated under the laws of this state, or any auxiliary thereof. This instruction must be conducted and maintained in a place other than a public school building, and it must not, in whole or in part, be conducted and maintained at public expense. A child may be absent from school on days that the child attends upon instruction according to this clause.

**[NOTE: In 2024, the Minnesota legislature amended Minnesota Statutes, section 120A.22, subdivision 12. The legitimate exceptions set forth above quote this statute. Minnesota law provides that a school board may include other exemptions in the school district's attendance policy. When considering whether to add other exemptions, school boards should consider the intent of the compulsory attendance law, which recognizes the educational value of regular attendance and class participation, and whether the proposed exemption is consistent with the intent of the law.]**

c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up within ~~\_\_\_\_\_ days~~ a reasonable amount of time from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating

circumstances.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- ~~(5) Vacations with family.~~
- ~~(6) Personal trips to schools or colleges.~~
- ~~(7) Absences resulting from cumulated unexcused tardies (            tardies equal one (1) unexcused absence).~~
- (8) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

- ~~(1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.~~
- ~~(2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.~~
- ~~(3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.~~
- ~~(4) Students with unexcused absences shall be subject to discipline in the following manner:~~
  - ~~(a) From the first through the            cumulated unexcused absence in a [quarter or semester] the student will not be allowed to make up work missed due to such absence.~~
  - ~~(b) After the            cumulated unexcused absence in a [quarter or semester], a student's parent or guardian will be notified by certified mail that his or her child is nearing a total of            unexcused absences and that, after the            unexcused absence, the student's grade shall be reduced by one (1) increment for each unexcused absence thereafter.~~
  - ~~(c) After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.~~

~~(d) After        cumulative unexcused absences in a [quarter or semester] the teacher will reduce the student's letter grade by one (1) increment for each unexcused absence thereafter (i.e. A to A-). However, prior to reducing the student's grade, an administrative conference must be held among the principal, student, and parent.¶~~

~~¶  
(e) After        cumulated unexcused absences in a [quarter or semester], the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the principal, student, and parent.¶~~

~~¶  
(f) If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.¶~~

~~¶  
[NOTE: MSBA encourages school boards to consider whether imposition of academic penalties for unexcused absences is consistent with the district's mission and pedagogical approach. If a school board determines that academic penalties should not be imposed, section 2(b) should be deleted or rewritten.]~~

C. Tardiness

1. Definition

Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

2. Procedures for Reporting Tardiness

- a. Students tardy at the start of school must report to the school office for an admission slip.
- b. Tardiness between periods will be handled by the teacher.

3. Excused Tardiness

Valid excuses for tardiness are:

- a. Illness.
- b. Serious illness in the student's immediate family.
- c. A death or funeral in the student's immediate family or of a close friend or relative.
- d. Medical, dental, orthodontic, or mental health treatment.
- e. Court appearances occasioned by family or personal action.
- f. Physical emergency conditions such as fire, flood, storm, etc.
- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. ~~Consequences of tardiness may include detention after unexcused tardies. In addition, unexcused tardies are equivalent to one (1) unexcused absence.~~ Students with unexcused tardies may be subject to discipline

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
2. School-initiated absences will be accepted and participation permitted.
3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

### III. RELIGIOUS AND CULTURAL OBSERVANCES ACCOMMODATION

Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance or American Indian cultural practice, observance, or ceremony. Requests for accommodation should be directed to the building principal.

### IV. DISSEMINATION OF POLICY

- A. Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.
- B. The school district will provide annual notice to parents of the school district's policy relating to a student's absence from school for a religious or cultural observance.

### V. REQUIRED REPORTING

A. Continuing Truant

Minnesota Statutes, section 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statutes, section 120A.22 and is absent from instruction in a school, as defined in Minnesota Statutes, section 120A.05, without valid excuse within a single school year for:

1. Three (3) days if the child is in elementary school; or
2. Three (3) or more class periods on three (3) days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minnesota Statutes, section 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statutes, section 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statutes, section 120A.34;
4. That this notification serves as the notification required by Minnesota Statutes, section 120A.34;
5. That alternative educational programs and services may be available in the child's enrolling or resident district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minnesota Statutes, chapter 260C;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minnesota Statutes, section 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one (1) day.

**[NOTE: Where truancy services and programs under Minnesota Statutes chapter 260A are available within the school district, the following provisions should also be included in the policy.]**

C. Habitual Truant

1. A habitual truant is a child ~~under the age of 17 years who is at least twelve (12) years old and less than eighteen (18) years old who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or~~ for one or more class periods on seven (7) school days per school year if the child is in middle school, junior high school, or high school, or a child who is ~~seventeen (17) years of age who is absent from attendance at school without lawful excuse for one (1) or more class periods on seven (7) school days per school year and who has not lawfully withdrawn from school under Minnesota Statutes, section 120A.22, subdivision 8.~~

Pursuant to section 260C.163, subdivision 11, habitual truant also means a child under age twelve (12) who has been absent from school for seven (7) school days without lawful excuse, based on a showing by clear and convincing evidence that the child's absence is not due to the failure of the child's parent, guardian, or custodian to comply with compulsory instruction laws.

2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under

Minnesota Statutes, chapter 260A.

**Legal References:**

Minn. Stat. § 120A.05 (Definitions)  
Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. § 120A.24 (Reporting)  
Minn. Stat. § 120A.26 (Enforcement and Prosecution)  
Minn. Stat. § 120A.34 (Violations; Penalties)  
Minn. Stat. § 120A.35 (Absence from School for Religious and Cultural Observances)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 260A.02 (Definitions)  
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)  
Minn. Stat. § 260C.007, subd. 19 (Habitual Truant Defined)  
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)  
*Goss v. Lopez*, 419 U.S. 565 (1975)  
*Slocum v. Holton Bd. of Educ.*, 429 N.W.2d 607 (Mich. App. Ct. 1988)  
*Campbell v. Bd. of Educ. of New Milford*, 475 A.2d 289 (Conn. 1984)  
*Hamer v. Bd. of Educ. of Twp. High Sch. Dist. No. 113*, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)  
*Gutierrez v. Sch. Dist. R-1*, 585 P.2d 935 (Co. Ct. App. 1978)  
*Knight v. Bd. of Educ.*, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)  
*Dorsey v. Bale*, 521 S.W.2d 76 (Ky. 1975)

**Cross References:**

MSBA/MASA Model Policy 506 (Student Discipline)

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

MSBA/MASA Model Policy  
515

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

Orig. 1995  
Rev. 2026

## 515 PROTECTION AND PRIVACY OF PUPIL RECORDS

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

### I. PURPOSE

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

### II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 United States Code, section 1232g, *et seq.* (Family Educational Rights and Privacy Act (FERPA)), 34 Code of Federal Regulations, part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13, and Minnesota Rules, parts 1205.0100-1205.2000.

### III. DEFINITIONS

#### A. Authorized Representative

"Authorized representative" means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

#### B. Biometric Record

"Biometric record," as referred to in "Personally Identifiable," means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting).

#### C. Dates of Attendance

"Dates of attendance," as referred to in "Directory Information," means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student's attendance at a school or schools in the school district.

#### D. Directory Information

1. **Under federal law**, "directory information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status (i.e., full-time or part-time); participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student's parent(s). Directory information does not include:

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1. a student's social security number;
2. a student's identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
3. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student's identity, such as a PIN, password, or other factor known or possessed only by the student;
4. personally identifiable data which references religion, race, color, social position, or nationality; or
5. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student's parent or guardian.

E. Education Records

1. What constitutes "education records"

Education records means those records that are: (1) directly related to a student; and (2) maintained by the school district or by a party acting for the school district.

2. What does not constitute education records

The term "education records" does not include:

- a. Records of instructional personnel that are:
  - (1) kept in the sole possession of the maker of the record;
  - (2) used only as a personal memory aid;
  - (3) not accessible or revealed to any other individual except a temporary substitute teacher; and
  - (4) destroyed at the end of the school year.
- b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to

the unit, and the law enforcement records are:

- (1) maintained separately from education records;
  - (2) maintained solely for law enforcement purposes; and
  - (3) disclosed only to law enforcement officials of the same jurisdiction.
- c. Records relating to an individual, including a student, who is employed by the school district which:
- (1) are made and maintained in the normal course of business;
  - (2) relate exclusively to the individual in that individual's capacity as an employee; and
  - (3) are not available for use for any other purpose.

However, records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student are education records.

- d. Records relating to an eligible student, or a student attending an institution of ~~post-secondary~~ ~~postsecondary~~ education, that are:
- (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
  - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
  - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.
- e. Records created or received by the school district after an individual is no longer a student at the school district and that are not directly related to the individual's attendance as a student.
- f. Grades on peer-related papers before the papers are collected and recorded by a teacher.

F. Education Support Services Data

"Education support services data" means data on individuals collected, created, maintained, used, or disseminated relating to programs administered by a government entity or entity under contract with a government entity designed to eliminate disparities and advance equities in educational achievement for youth by coordinating services available to participants, regardless of the youth's involvement with other government services. Education support services data does not include welfare data under Minnesota Statutes, section 13.46.

Unless otherwise provided by law, all education support services data are private data on individuals and must not be disclosed except according to Minnesota Statutes,

section 13.05 or a court order.

G. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of ~~post-secondary~~ postsecondary education.

H. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

I. Legitimate Educational Interest

"Legitimate educational interest" includes an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to:

1. Perform an administrative task required in the school or employee's contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education;
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid; or
4. Perform a task directly related to responding to a request for data.

J. Parent

"Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

K. Personally Identifiable

"Personally identifiable" means that the data or information includes, but is not limited to: (a) a student's name; (b) the name of the student's parent or other family member; (c) the address of the student or student's family; (d) a personal identifier such as the student's social security number or student number or biometric record; (e) other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

L. Record

"Record" means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

M. Responsible Authority

"Responsible authority" means [designate title and actual name of individual].

N. Student

"Student" includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. "Student" also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.

O. School Official

"School official" includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

**[NOTE: School districts may wish to reference police liaison officers in the definition of a "school official." Depending on the circumstances of the relationship, this may be added in subpart (d) of the definition or in a new subpart (e). Caution should be used to ensure that police liaison officers are considered "school officials" only when performing duties as a police liaison officer and that they are trained as to their obligations pursuant to this policy. Consultation with the school district's legal counsel is recommended.]**

P. Summary Data

"Summary data" means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

Q. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

**IV. GENERAL CLASSIFICATION**

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

**V. STATEMENT OF RIGHTS**

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records;

2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and ~~post-secondary~~postsecondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in Article XXI. of this policy.

**B. Eligible Students**

All rights and protections given to parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of ~~post-secondary~~postsecondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 Code of Federal Regulations, section 99.31(a).

**C. Students with a Disability**

The school district shall follow 34 Code of Federal Regulations, sections 300.610-300.617 with regard to the privacy, notice, access, recordkeeping, and accuracy of information related to students with a disability.

**VI. DISCLOSURE OF EDUCATION RECORDS**

**A. Consent Required for Disclosure**

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
  - a. a specification of the records to be disclosed;
  - b. the purpose or purposes of the disclosure;
  - c. the party or class of parties to whom the disclosure may be made;
  - d. the consequences of giving informed consent; and

- e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
- a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
  - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
- a. identifies and authenticates a particular person as the source of the electronic consent; and
  - b. indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
- a. in plain language;
  - b. dated;
  - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
  - d. specific as to the nature of the information the subject is authorizing to be disclosed;
  - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
  - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Subparagraph e. above, both at the time of the disclosure and at any time in the future; and
  - g. specific as to its expiration date which should be within a reasonable time, not to exceed one (1) year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two (2) years after the date of the policy, or (ii) medical assistance under Minnesota Statutes, chapter 256B or Minnesota Care under Minnesota Statutes, chapter 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6. Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of postsecondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Article V. of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
  - a. performs an institutional service or function for which the school district would otherwise use employees;
  - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
  - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made;
3. To officials of other schools, school districts, or postsecondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Article XIX.), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act, 20 United States Code, section 7917, and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minnesota Statutes, section 260B.171, unless the data are required to be destroyed under Minnesota Statutes, section 120A.22, subdivision 7(c) or section 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records that have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Article XV. of this policy;
4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
  - a. determine eligibility for the aid;
  - b. determine the amount of the aid;
  - c. determine conditions for the aid; or
  - d. enforce the terms and conditions of the aid.

"Financial aid" for purposes of this provision means a payment of funds

provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution;

6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
  - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released; or
  - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers;
7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed.

For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;
8. To accrediting organizations in order to carry out their accrediting functions;
9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or

eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code, section 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 United States Code, section 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as a plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;

11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Paragraph XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as "directory information" pursuant to Article VII. of this policy;
14. To military recruiting officers and ~~post-secondary~~ postsecondary educational institutions pursuant to Article XI. of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate ~~health authorities to~~ parties, including parents or an eligible student, in connection with an emergency if knowledge of the ~~extent~~ information is necessary to ~~administer immunization programs~~ protect the health or safety of the student or other individuals (34 Code of Federal Regulations, part 99.36) and for bona fide epidemiologic investigations which the ~~commissioner of health~~ Commissioner of the Minnesota Department of

Health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;

17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
  - a. the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;
  - b. the existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minnesota Statutes, section 260B.171, subdivision 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this

information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;

20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minnesota Statutes, section 260B.171, subdivision 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action;

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements; or
22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in 25 United States Code, section 5304), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the

student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

23. When requested, and in accordance with requirements for parental consent in 34 Code of Federal Regulations, section 300.622(b)(2), and part 99, educational agencies or institutions may share personal student contact information and directory information for students served in special education with postsecondary transition planning and services under Minnesota Statutes, section 125A.08, paragraph (b), clause (1), whether public or private, with the Minnesota Department of Employment and Economic Development, as required for coordination of services to students with disabilities under Minnesota Statutes, sections 125A.08, paragraph (b), clause (1); 125A.023; and 125A.027.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; ~~or~~
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the ~~commissioner of health~~ **Commissioner of the Minnesota Department of Health** determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted; ~~or~~
4. ~~to appropriate parties, including parents or an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.~~

**VII. RELEASE OF DIRECTORY INFORMATION**

A. Educational Data

1. Educational data designated as directory information is public data on individuals to the extent required under federal law. Directory information must be designated pursuant to the provisions of:
  - a. Minnesota Statutes, section 13.32, subdivision 5; and
  - b. 20 United States Code, section 1232g, and 34 Code of Federal Regulations, section 99.37, which were in effect on January 3, 2012.
2. The school district may not designate a student's home address, telephone number, email address, or other personal contact information as directory information under Minnesota Statutes, section 13.32.
3. A parent's personal contact information must be treated as private data on individuals regardless of whether that contact information was previously designated as or treated as directory information under Minnesota Statutes, section 13.32, subdivision 2.

4. When requested, the school district must share personal contact information and directory information, whether public or private, with the Minnesota Department of Education, as required for federal reporting purposes.

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this Article. In addition, under an explicit exclusion from the definition of an "education record," the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student (e.g., a student's activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein.

1. When conducting the directory information designation and notice process required by federal law, the school district shall give parents and students notice of the right to refuse to let the district designate specified data about the student as directory information.
2. The school district shall give annual notice by any means that are reasonably likely to inform the parents and eligible students of:
  - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
  - b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
  - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.

**[NOTE: Federal law allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. If the school district chooses to impose these limitations, it is advisable to add a new Subparagraph VII.C.3. that specifies that disclosures of directory information will be limited to specific parties and/or for specific purposes and identify those parties and/or purposes.]**

**To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. This is an important policy decision for the local school board which must balance not only the privacy interests of the student against public disclosure, but also the additional administrative requirements such restrictions will place on the school district.]**

3. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Article VI. of this policy.
4. A parent or eligible student may not opt out of the directory information disclosures to:
  - a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
  - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
5. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Paragraph VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

**VIII. DISCLOSURE OF PRIVATE RECORDS**

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Article VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students,

school officials, and any other party to whom personally identifiable information from education records is disclosed.

**B. Private Records Not Accessible to Parent**

In certain cases, state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
  - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
  - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
  - c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
  - d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
  - e. whether the data concerns medical, dental or other health services provided pursuant to Minnesota Statutes, sections 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

**C. Private Records Not Accessible to Student**

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

**D. Military-Connected Youth Identifier**

When a school district updates its enrollment forms in the ordinary course of business, the school district must include a box on the enrollment form to allow students to self-identify as a military-connected youth. For purposes of this ~~section~~ Paragraph, a "military-connected youth" means having an immediate family member, including a parent or sibling, who is currently in the armed forces either as a reservist or on active duty or has recently retired from the armed forces. Data collected under this provision is private data on individuals, but summary data may be published by the Department of Education.

**IX. DISCLOSURE OF CONFIDENTIAL RECORDS**

**A. Confidential Records**

Confidential records are those records and data contained therein which are made not

public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minnesota Statutes, chapter 260E, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minnesota Statutes, chapter 260E.

Regardless of whether a written report is made under Minnesota Statutes, chapter 260E, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minnesota Statutes, section 13.393.
4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
  - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
  - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
  - c. the exhaustion or expiration of rights of appeal by either party to the

civil legal action.

5. A "pending civil legal action" for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

**X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING**

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student's parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, section 121A.40, *et seq.*

**XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND ~~POST-SECONDARY~~POSTSECONDARY EDUCATIONAL INSTITUTIONS**

- A. The school district will release the names, addresses, electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiting officers only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers and postsecondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.
- B. Data released to military recruiting officers under this provision:
  1. may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military;
  2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces; and
  3. copying fees shall not be imposed.
- C. A parent or eligible student has the right to refuse the release of the name, address, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only) or home telephone number to military recruiting officers and ~~post-secondary~~postsecondary educational institutions. To refuse the release of the above information to military recruiting officers and ~~post-secondary~~postsecondary educational institutions, a parent or eligible student must notify the responsible authority [**the building principal**] in writing by **September 12th each year**. The written request must include the following information:
  1. Name of student and parent, as appropriate;
  2. Home address;
  3. Student's grade level;

4. School presently attended by student;
  5. Parent's legal relationship to student, if applicable;
  6. Specific category or categories of information which are not to be released to military recruiting officers and postsecondary educational institutions; and
  7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and postsecondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and postsecondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and postsecondary educational institutions. In order to make any directory information about a student private, the procedures contained in Article VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, home phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and postsecondary educational institutions.

## **XII. LIMITS ON REDISCLOSURE**

### **A. Redisclosure**

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this ~~section~~Article may use the information, but only for the purposes for which the disclosure was made.

### **B. Redisclosure Not Prohibited**

1. Paragraph A. of this ~~section~~Article does not prevent the school district from disclosing personally identifiable information under Article VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
  - a. The disclosures meet the requirements of Article VI. of this policy; and
  - b. The school district has complied with the record-keeping requirements of ~~Section~~Article XIII. of this policy.
2. Paragraph A. of this ~~section~~Article does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 United States Code, section 14071. However, the school district must provide the notification required in Paragraph XII.D. of this policy if a redisclosure is made based upon a court order or

lawfully issued subpoena.

**[NOTE: 42 United States Code, section 14071 was repealed. School districts should retain this statutory reference, however, as it remains a reference in FERPA and the Minnesota Government Data Practices Act and still may apply to individuals required to register prior to the repeal of this law.]**

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Article VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 Code of Federal Regulations, section 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in section 99.31(a)(3), or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

**XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING**

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this ~~section~~Article for compliance with the law, this policy, and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record, with the education records of the student, that indicates:
  - a. the parties who have requested or received personally identifiable information from the education records of the student;
  - b. the legitimate interests these parties had in requesting or obtaining the information; and
  - c. the names of the state and local educational authorities and federal officials and agencies listed in Subparagraph VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Paragraph XII.B. of this policy, the record of disclosure required under this ~~section~~Article shall also include:
  - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
  - b. the legitimate interests under Article VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
  - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Subparagraph VI.B.4. of this policy in accordance with 34 Code of Federal Regulations, section 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
3. Subparagraph XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Subparagraph VI.B.1. of this policy, to requests for disclosures of directory information under Article VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code, section 2332b(g)(5)(B) or an act of domestic or international terrorism.

**[NOTE: While Subparagraph XIII.E.1. does not apply to requests for or disclosures of directory information under Article VII. of this policy, to the extent the school district chooses to limit the disclosure of directory information to specific parties, for specific purposes, or both, it is advisable that records be kept to identify the party to whom the disclosure was made and/or purpose for the disclosure.]**

4. The record of requests of disclosures may be inspected by:
  - a. the parent of the student or the eligible student;
  - b. the school official or his or her assistants who are responsible for the custody of the records; and
  - c. the parties authorized by law to audit the record-keeping procedures of the school district.
5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
  - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
  - b. the parties to whom the school district disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

#### **XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS**

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Article VIII. of this policy.

B. Response to Request for Access

The school district shall respond to any request pursuant to Paragraph A. of this ~~section~~Article immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Paragraph A. of this ~~section~~Article includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to

inspect and review the requested records.

3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one (1) location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one (1) site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one (1) student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
  - a. the cost of materials, including paper, used to provide the copies;
  - b. the cost of the labor required to prepare the copies;
  - c. any schedule of standard copying charges established by the school district in its normal course of operations;
  - d. any special costs necessary to produce such copies from machine-based record-keeping systems, including but not limited to computers and microfilm systems; and
  - e. mailing costs.
2. If one hundred (100) or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than twenty-five (25) cents for each page copied.
3. The cost of providing copies shall be borne by the parent or eligible student.

4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

## **XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA**

### **A. Request to Amend Education Records**

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Paragraph B. of this ~~section~~Article.

### **B. Right to a Hearing**

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Paragraph C. of this ~~section~~Article.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
3. Any statement placed in the education records of the student under Paragraph B. of this ~~section~~Article shall:
  - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
  - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall

also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Paragraphs A. and B. of this ~~section~~Article and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of Minnesota Statutes, chapter 14 relating to contested cases.

**XVI. PROBLEMS ACCESSING DATA**

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means District Superintendent.
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

**XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA**

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue S.W., Washington, D.C. 20202-8520.

B. Content of Complaint

A complaint filed pursuant to this ~~section~~Article must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

**XVIII. WAIVER**

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

## **XIX. ANNUAL NOTIFICATION OF RIGHTS**

### **A. Contents of Notice**

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

### **B. Notification to Parents of Students Having a Primary Home Language Other Than English**

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

### **C. Notification to Parents or Eligible Students Who are Disabled**

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

## **XX. DESTRUCTION AND RETENTION OF RECORDS**

Destruction and retention of records by the school district shall be controlled by state and federal law.

## **XXI. COPIES OF POLICY**

Copies of this policy may be obtained by parents and eligible students at the superintendent's office.

- Legal References:**
- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
  - Minn. Stat. § 13.32, Subd. 5 (Directory Information)
  - Minn. Stat. § 13.393 (Attorneys)
  - Minn. Stat. Ch. 14 (Administrative Procedures Act)
  - Minn. Stat. § 120A.22 (Compulsory Instruction)
  - Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
  - Minn. Stat. § 121A.75 (Receipt of Records; Sharing)
  - Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
  - Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
  - Minn. Stat. Ch. 256B (Medical Assistance for Needy Persons)
  - Minn. Stat. Ch. 256L (MinnesotaCare)
  - Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
  - Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
  - Minn. Stat. § 363A.42 (Public Records; Accessibility)
  - Minn. Stat. § 480.40 (Personal Information, Dissemination)
  - Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
  - Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
  - 10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
  - 18 U.S.C. § 2331 (Definitions)
  - 18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
  - 20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
  - 20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)
  - 20 U.S.C. § 7908 (Armed Forces Recruiting Information)
  - 20 U.S.C. § 7917 (Transfer of School Disciplinary Records)
  - 25 U.S.C. § 5304 (Definitions – Tribal Organization)
  - 26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
  - 42 U.S.C. § 1711 *et seq.* (Child Nutrition Act)
  - 42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)
  - 34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
  - 34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
  - 42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
  - Gonzaga University v. Doe*, 536 U.S. 273 309 (2002)
  - Dept. of Admin. Advisory Op. No. 21-008 (December 8, 2021)

- Cross References:**
- MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
  - MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
  - MSBA/MASA Model Policy 506 (Student Discipline)
  - MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
  - MSBA/MASA Model Policy 520 (Student Surveys)
  - MSBA/MASA Model Policy 711 (Video Recording on School Buses)
  - MSBA/MASA Model Policy 722 (Public Data Requests)
  - MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)

- Resources**
- U.S. Department of Education: [FAQs on Photos and Videos under FERPA | Protecting Student Privacy](#) (accessed 012926)
  - U.S. Department of Education: [Letter to Wachter Regarding Surveillance Video of Multiple Students | Protecting Student Privacy](#) (accessed 012926)
  - U.S. Department of Education: [School Resource Officers, School Law Enforcement Units, and the Family Educational Rights and Privacy Act \(FERPA\) | Protecting Student Privacy](#) (accessed 012926)

U.S. Department of Education: *Protecting Student Privacy While Using Online Educational Services: Requirements and Best Practices* | *Protecting Student Privacy* (accessed 012926)

U.S. Department of Education: *FERPA/IDEA Crosswalk* | *Protecting Student Privacy* (accessed 012926)

U.S. Department of Education: *What is the Protection of Pupil Rights Amendment?* | *Protecting Student Privacy* (accessed 012926)

Minnesota Department of Health: *The Family Educational Rights and Privacy Act (FERPA) and Immunization Data* (including Possible School Consent Language for Sharing Immunization Data with Registries) (accessed 012926)

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

MSBA/MASA Model Policy  
530

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Rev. 2026

## **530 IMMUNIZATION REQUIREMENTS**

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

### **I. PURPOSE**

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students.

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

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

### **III. STUDENT IMMUNIZATION REQUIREMENTS**

- A. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:
1. a statement from a physician, advanced practice registered nurse, physician assistant, or a public clinic which provides immunizations (hereinafter "medical statement"), affirming that the student received the immunizations required by law, consistent with medically acceptable standards; or
  2. a medical statement affirming that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month and year each immunization was administered, consistent with medically acceptable standards.
- B. The statement of a parent or guardian of a student or an emancipated student may be substituted for the medical statement. If such a statement is substituted, this statement must indicate the month and year each immunization was administered. Upon request, the designated school district administrator will provide information to the parent or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.
- C. The parent or guardian of persons receiving instruction in a home school shall submit one of the statements set forth in Paragraph III.A. or III.B., above, or statement of immunization set forth in Article IV, below, to the superintendent of the school district by October 1 of the first year of their home schooling in Minnesota and the grade 7 year.
- D. When there is evidence of the presence of a communicable disease, or when required by any state or federal agency and/or state or federal law, students and/or their parents or guardians may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within the school district until the

student or the student's parent or guardian has submitted the required data.

- E. The school district may allow a student transferring into a school a maximum of **thirty (30)** days to submit a statement specified in **Paragraph III.A.** or **III.B.**, above, or **Article IV.**, below. Students who do not provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization within the specified time frames shall be excluded from school until such time as the appropriate proof of immunizations or exemption documentation has been provided.
- F. If a person who is not a Minnesota resident enrolls in a school district online learning course or program that delivers instruction to the person only by computer and does not provide any teacher or instructor contact time or require classroom attendance, the person is not subject to the immunization, statement, and other requirements of this policy.

#### **IV. EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS**

Students will be exempt from the foregoing immunization requirements under the following circumstances:

- A. The parent or guardian of a minor student or an emancipated student submits a signed medical statement affirming that the immunization of the student is contraindicated for medical reasons or that laboratory confirmation of the presence of adequate immunity exists; or
- B. The parent or guardian of a minor student or an emancipated student submits ~~this or her~~ notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian, or **emancipated** student.

#### **V. NOTICE OF IMMUNIZATION REQUIREMENTS**

- A. The school district will develop and implement a procedure to:
  - 1. notify parents and students of the immunization and exemption requirements by use of a form approved by the **Minnesota** Department of Health;
  - 2. notify parents and students of the consequence for failure to provide required documentation regarding immunizations;
  - 3. review student health records to determine whether the required information has been provided; and
  - 4. make reasonable arrangements to send a student home when the immunization requirements have not been met and advise the student and/or the student's parent or guardian of the conditions for re-enrollment.

**[Note: See Attachments A, B, C, and D.]**

- B. The notice provided shall contain written information describing the exemptions from immunization as permitted by law. The notice shall be in a font size at least equal to the font size and style as the immunization requirements and on the same page as the immunization requirements.

#### **VI. IMMUNIZATION RECORDS**

- A. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five **(5)** years after the student attains the age of majority.

- B. Student immunization records maintained by the school district are generally considered education records subject to the Family Education Records and Privacy Act (FERPA). The school district may not disclose personally identifiable information (PII), including immunization records, without parent or eligible student consent unless a permissible exception applies. ~~Upon request, the school district may exchange immunization data with persons or agencies providing services on behalf of the student. Immunization data is private student data and disclosure of such data shall be governed by Policy 515 Protection and Privacy of Pupil Records.~~
- C. The designated school district administrator will assist a student and/or the student's parent or guardian in the transfer of the student's immunization file to the student's new school within **thirty (30)** days of the student's transfer.
- D. Upon request of a public or private post-secondary educational institution **as defined in Minnesota Statutes, section 135A.14**, the designated school district administrator ~~will~~ **shall** assist in the transfer of the student's immunization file to the post-secondary educational institution.

**VII. OTHER**

Within **sixty (60)** days of the commencement of each new school term, the school district will forward a report to the Commissioner of the **Minnesota** Department of Education stating the number of students attending each school in the school district, including the number of students receiving instruction in a home school, the number of students who have not been immunized, and the number of students who received an exemption. The school district also will forward a copy of all exemption statements received by the school district to the Commissioner of the **Minnesota** Department of Health.

- Legal References:**
- Minn. Stat. § 13.32 (Educational Data)
  - Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
  - Minn. Stat. § 121A.17 (School Board Responsibilities)
  - Minn. Stat. § 144.29 (Health Records; Children of School Age)
  - Minn. Stat. § 144.3351 (Immunization Data)
  - Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)
  - Minn. Stat. § 144.442 (Testing in Schools)
  - Minn. Rules Parts 4604.0100-4604.1020 (Immunization)
  - 20 U.S.C. § 1232g (Family Educational and Privacy Rights Act)**
  - McCarthy v. Ozark Sch. Dist.*, 359 F.3d 1029 (8<sup>th</sup> Cir. 2004)
  - Op. Atty. Gen. 169-W (July 23, 1980)
  - Op. Atty. Gen. 169-W (Jan. 17, 1968)

**Cross References:** MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

**Resources:** MN Department of Health: [School Health Personnel Immunization and Disease Reporting](#) (accessed 12/15/25)

533 WELLNESS

*[Note: All school districts that participate in the National School Lunch and School Breakfast Programs are required by the Healthy, Hunger-Free Kids Act of 2010 (Act) to have a wellness policy that includes standards and nutrition guidelines for foods and beverages made available to students on campus during the school day, as well as specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. The Act requires the involvement of parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the public in the development, implementation, and periodic review and update of the wellness policy. The Act also requires a plan for measuring implementation of the policy and reporting wellness policy content and implementation issues to the public, as well as the designation of at least one person charged with responsibility for the implementation and oversight of the wellness policy to ensure the school district is in compliance with the policy.]*

I. PURPOSE

The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards.

II. GENERAL STATEMENT OF POLICY

- A. The school board recognizes that nutrition promotion and education, physical activity, and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and learning.
- B. The school environment should promote students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages the involvement of parents, students, representatives of the school food authority, teachers, school health professionals, the school board, school administrators, and the general public in the development, implementation, and periodic review and update of the school district's wellness policy.
- D. Children need access to healthy foods and opportunities to be physically active in

order to grow, learn, and thrive.

- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

### III. WELLNESS GOALS

*[Note: The Act requires that wellness policies include goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness.]*

#### A. Nutrition Promotion and Education

- 1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:
  - a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
  - b. part of health education classes, as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate. **School gardens and nutrition instructions are encouraged as part of the academic curriculum;** and
  - c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
- 2. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte/snack lines, vending machines, fundraising events, concession stands, and student stores.

#### B. Physical Activity

- 1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health and physical education will reinforce the knowledge and self-management

skills needed to maintain a healthy lifestyle and reduce sedentary activities, such as watching television;

- a. The school will aim to provide 150 minutes per week of physical education instruction for elementary and middle school students, taught by a licensed teacher.
  - b. Unless otherwise exempted, all students will be required to engage in the District's physical education program. The school discourages the use of substituting other school/community activities from being exchanged for PE credit. The school will aim to provide 225 minutes per week of physical education instruction for high school students, taught by a licensed teacher.
  - c. Physical education staff will be encouraged to seek out opportunities for professional development, via Staff Development.
2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and
  3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.
  4. The school will aim to promote walking and biking to school, using safe school routes where available.
  5. The school encourages teachers to use non-food alternatives as rewards (i.e., extra recess, physically active brain breaks, etc.). The school will discourage assigning physical activity or withholding recess/PE as a punishment.

C. Communications with Parents

1. The school district recognizes that parents and guardians have a primary role in promoting their children's health and well-being.
2. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.
3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. The school district will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

5. Applications for Education Benefits will be sent home to all families at the beginning of the school year. The application will also be available on the school website.

#### IV. STANDARDS AND NUTRITION GUIDELINES

*[Note: The Act requires that school districts have standards, selected by the school district, for all foods available on the school campus during the school day with the objective of promoting student health and reducing childhood obesity. For foods and beverages sold to students during the school day on school campus, the Act requires that school districts also have nutrition guidelines.]*

##### A. School Meals

*[Note: The Act specifically requires that the wellness policy contain standards and nutrition guidelines for all foods and beverages sold to students during the school day that are consistent with the meal requirements for lunches and after-school snacks set forth in 7 C.F.R. § 210.10 and the meal requirements for breakfasts set forth in 7 C.F.R. § 220.8.]*

1. The school district will provide healthy and safe school meal programs that comply with all applicable federal, state, and local laws, rules, and regulations.
2. Food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students. The kitchen is encouraged to source fresh fruits and vegetables from local farmers where practicable.
3. Food service personnel will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.
4. Food service personnel will provide clean, safe, and pleasant settings and adequate time for students to eat.
5. Food service personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all applicable federal, state, and local laws, rules, and regulations and that reimbursable school meals meet USDA nutrition standards.
6. Food service personnel shall adhere to all applicable federal, state, and local food safety and security guidelines.
7. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.

8. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
9. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
10. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities.

B. School Food Service Program/Personnel

1. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA guidelines.
2. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.
3. The school district will insure that water is made available to all students in the lunchroom. The school has two (2) bottle filling stations. One is located by the main gym, and the other is located by the weight room.

C. Competitive Foods and Beverages

1. All foods and beverages sold on school grounds to students, outside of reimbursable meals, are considered "competitive foods." Competitive foods include items sold a la carte in the cafeteria, from vending machines, school stores, and for in-school fundraisers
2. All competitive foods will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.
3. Before and Aftercare (child care) programs must also comply with the school district's nutrition standards unless they are reimbursable under USDA school meals program, in which case they must comply with all applicable USDA standards.
4. The school will encourage the limitation of the sale of beverages with caffeine to high school students during school hours until 30 minutes after

the final bell, each day that school is in session.

D. Other Foods and Beverages Made Available to Students

1. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:
  - a. Celebrations and parties. The school district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.  
  
*[Note: Healthy party ideas are available from the USDA.]*
  - b. Classroom snacks brought by parents. The school district will provide to parents a list of suggested foods and beverages that meet Smart Snacks nutrition standards.
2. Rewards and incentives. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.
3. Fundraising. The school district will make available to parents and teachers a list of suggested healthy fundraising ideas.

E. Food and Beverage Marketing in Schools

1. School-based marketing will be consistent with nutrition education and health promotion.
2. Schools will restrict food and beverages marketing to the promotion of only those foods and beverages that meet the Smart Snacks nutrition standards. The school highly discourages the display/advertising of unhealthy foods on school grounds (i.e., cafeteria, vending machines, school publications, posters, scoreboards, equipment, classrooms, textbooks, website, etc.).

V. **WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT**

A. Wellness Coordinator

*[Note: The Act requires that local school wellness policies identify the position of the local education agency or school official(s) responsible for the implementation and oversight of the local school wellness policy.]*

1. The superintendent will designate a school district official to oversee the school district's wellness-related activities (Wellness Coordinator). The

Wellness Coordinator will ensure that each school implements the policy.

2. The principal of each school, or a designated school official, will ensure compliance within the school and will report to the Wellness Coordinator regarding compliance matters upon request.
3. The School will encourage staff to model healthy eating habits via the Employee Wellness Committee.

B. Public Involvement

*[Note: The Act requires a description of the manner in which parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public are provided an opportunity to participate in the development, implementation, and periodic review and update of the local school wellness policy.]*

1. The Wellness Coordinator will permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the wellness policy.
2. The Wellness Coordinator will hold meetings, from time to time, for the purpose of discussing the development, implementation, and periodic review and update of the wellness policy. All meeting dates and times will be posted on the school district's website and will be open to the public.
3. The school will aim to develop joint-use agreements in order to provide physical activity opportunities for community members at the school.

## VI. POLICY IMPLEMENTATION AND MONITORING

A. Implementation and Publication

*[Note: The Act requires a description of the plan for measuring the implementation of the local school wellness policy.]*

1. After approval by the school board, the wellness policy will be implemented throughout the school district.
2. The school district will post its wellness policy on its website, to the extent it maintains a website.

*[Note: Per Minn. Stat. § 121A.215, when available, a school district must post its current local school wellness policy on its website.]*

B. Annual Reporting

***[Note: The Act requires that school districts inform the public about the content and implementation of the local wellness policy and make the policy and any updates to the policy available to the public on an annual basis.]***

The Wellness Coordinator will annually inform the public about the content and implementation of the wellness policy and make the policy and any updates to the policy available to the public.

C. Triennial Assessment

***[Note: The Act requires a triennial assessment of schools' compliance with the wellness policy. The Act also requires school districts to inform the public about progress toward meeting the goals of the wellness policy by making the triennial assessment available to the public in an accessible and easily understood manner.]***

1. At least once every three years, the school district will evaluate compliance with the wellness policy to assess the implementation of the policy and create a report that includes the following information:
  - a. the extent to which schools under the jurisdiction of the school district are in compliance with the wellness policy;
  - b. the extent to which the school district's wellness policy compares to model local wellness policies; and
  - c. a description of the progress made in attaining the goals of the school district's wellness policy.
2. The Wellness Coordinator will be responsible for conducting the triennial assessment.
3. The triennial assessment report shall be posted on the school district's website or otherwise made available to the public.

D. Recordkeeping

***[Note: The Act requires school districts to retain records to document compliance with the requirements of 7 C.F.R. § 210.30.]***

The school district will retain records to document compliance with the requirements of the wellness policy. The records to be retained include, but are not limited to:

1. The school district's written wellness policy.
2. Documentation demonstrating compliance with community involvement

requirements, including requirements to make the local school wellness policy and triennial assessments available to the public.

3. Documentation of the triennial assessment of the local school wellness policy for each school under the school district's jurisdiction efforts to review and update the wellness policy (including an indication of who is involved in the update and methods the school district uses to make stakeholders aware of their ability to participate on the Wellness Committee).

***Legal References:*** Minn. Stat. § 121A.215 (Local School District Wellness Policy)  
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)  
42 U.S.C. § 1758b (Local School Wellness Policy)  
42 U.S.C. § 1771 *et seq.* (Child Nutrition Act of 1966)  
7 U.S.C. § 5341 (Establishment of Dietary Guidelines)  
7 C.F.R. § 210.10 (School Lunch Program Regulations)  
7 C.F.R. § 220.8 (School Breakfast Program Regulations)

***Local Resources:*** Minnesota Department of Education, [www.education.state.mn.us](http://www.education.state.mn.us)  
Minnesota Department of Health, [www.health.state.mn.us](http://www.health.state.mn.us)  
County Health Departments  
Action for Healthy Kids Minnesota, [www.actionforhealthykids.org](http://www.actionforhealthykids.org)  
United States Department of Agriculture, [www.fns.usda.gov](http://www.fns.usda.gov)

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MSBA/MASA Model Policy 615

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## **615 TESTING ACCOMMODATIONS, MODIFICATIONS, AND EXEMPTIONS FOR IEPS, SECTION 504 PLANS, AND LEP STUDENTS**

### **I. PURPOSE**

The purpose of the policy is to provide adequate opportunity for students identified as having individualized education program (IEP), Rehabilitation Act of 1973, Section 504 accommodation plan (504 plan), or English Learner (EL) needs to participate in statewide assessment systems designed to hold schools accountable for the academic performance of all students.

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

A. The federal Every Student Succeeds Act (ESSA) and Minnesota statutes require that public school students be assessed annually in reading, mathematics, and science. The Minnesota Comprehensive Assessment (MCA), the Minnesota Test of Academic Skills (MTAS), and Alternate Minnesota Comprehensive Assessment (Alt MCA) are the standards-based accountability assessments used to meet this requirement.

The MCA and MTAS/Alt MCA are criterion-referenced assessments, which means they measure a snapshot of student learning of a fixed set of criteria: the Minnesota Academic Standards. The Minnesota K-12 Academic Standards are revised every ten (10) years, according to a schedule determined by the state legislature. When standards are updated, the statewide assessments are also updated with a new series to align to the new standards. The new assessments are administered when the new academic standards are fully implemented.

B. The Minnesota Test of Academic Skills (MTAS) and the Alternate Minnesota Comprehensive Assessment (Alt MCA)

1. The Minnesota Test of Academic Skills (MTAS) and Alternate Minnesota Comprehensive Assessment (Alt MCA) are the standards-based accountability assessments designed for, and limited to, students with the most significant cognitive disabilities. They are designed to measure student progress toward Minnesota's academic standards and meet the requirements of the Elementary and Secondary Education Act (ESEA). Students who receive special education services and meet the eligibility criteria may take the MTAS/Alt MCA.

2. In compliance with the transition to new Minnesota academic standards, the Minnesota Department of Education (MDE) is developing alternative assessments, the Alt MCA, to replace the MTAS, according to the following schedule:

- a. Science Alternate MCA (2024-25 school year);
- b. Reading Alternate MCA (2025-26 school year); and
- c. Mathematics Alternate MCA (2027-28 school year).

### **III. DEFINITIONS**

A. Most Significant Cognitive Disability

This term describes students whose cognitive impairments may prevent them from attaining grade-level achievement standards, even with the very best instruction. IEP teams may use the following characteristics to identify if a student has a most significant cognitive disability:

1. The student's cognitive functioning is significantly below age expectations. The IEP team can determine that a student may be significantly below the average cognitive functioning of typically developing peers by
  - a. a standardized norm-referenced measure of cognitive functioning, or
  - b. when formal cognitive assessments are inappropriate, invalid or documented in other ways, other data-based measures may be used to document functioning significantly below age expectations as referenced in the Individuals with Disabilities Education Act (IDEA).
2. The student's disability has a significant impact on their ability to function in multiple environments, including home, school and community.
3. The student needs explicit and intensive instruction and/or extensive supports in multiple settings to acquire, maintain and generalize academic and life skills to actively participate in school, work, home and community environments.

B. Other key terms are defined in the current MDE *Procedures Manual for the Minnesota Assessments* (see Resources).

**IV. ALTERNATIVE ASSESSMENT**

A. Initial Steps

1. The school district will utilize the existing annual review of IEPs or 504 plans to review, on a case-by-case basis, and determine how a student with a disability will participate in statewide testing.
2. The IEP must review the student's instructional program to ensure that the student is receiving instruction linked to the general education curriculum to the extent appropriate. If instruction is not linked to the general education curriculum, the IEP team must review the student's goals and determine how access to the general curriculum will be provided.
3. The IEP team must first consider the student's ability to participate in the MCA, with or without accommodations. The IEP team must document, in the IEP, the reasons why the MCA is or is not an appropriate measure of the student's academic progress and how the student would participate in statewide testing.

If the IEP team establishes that the MCA is not an appropriate measure of the student's knowledge and skills on grade-level content standards, even when the student is provided allowable and appropriate accommodations, the IEP team may consider the administration of an alternate assessment.

4. Participation decisions will be made separately for mathematics, reading, and science. Participation decisions must be made annually and documented in a student's IEP.

**B. Alternate Assessment Eligibility Requirements**

1. ~~The following requirements must be met. For a student with a significant cognitive disability to be eligible for an alternative assessment, the IEP team must determine that the following are true:~~
  - a. the student's cognitive functioning to be significantly below age expectations;
  - b. the student's disability has a significant impact on ~~their~~his or her ability to function in multiple environments, including home, school, and community; and
  - c. the student needs explicit and intensive instruction and/or extensive supports in multiple settings to acquire, maintain, and generalize academic and life skills ~~in order~~ to actively participate in school, work, home, and community environments.\*

~~(5) The IEP team must document, in the IEP, reasons the MCA is or is not an appropriate measure of the student's academic progress and how the student would participate in statewide testing.~~
2. ~~Alternate assessment~~MTAS participation decisions must not be made on the following factors:
  - a. Student's disability category as defined in Minnesota Rules, part 3525.1325-1348;
  - b. ~~Placement~~Educational environment or instructional setting;
  - c. Participation in a separate, specialized curriculum;
  - d. An expectation that the student will receive a low score on the MCA;
  - e. Language, social, cultural, or economic differences;
  - f. Concern for ~~participation rate~~accountability calculations at the district level.

**V. ALTERNATE ACCESS FOR ELs**

**A. ACCESS for ELs**

1. All English learners in grades K-12 in public schools are required to participate annually in an English language proficiency assessment. With very few exceptions, all English learners take the ACCESS for ELs.

Minnesota students identified as English learners (ELs) require an additional assessment to determine their progress toward English language proficiency. These students take the WIDA ACCESS assessment annually. English learners who receive special education services and meet alternate assessment participation guidelines may take the WIDA Alternate ACCESS.

The school district will utilize the existing annual review of IEPs or 504 plans to review, on a case-by-case basis, and determine how an identified EL student

with a disability will participate in statewide testing. Some students with significant cognitive disabilities may be eligible to take the Alternate ACCESS for ELLs instead of the ACCESS for ELL.

**B. Eligibility Requirements**

1. The student is identified as an English learner (EL) and is reported as EL in student enrollment data submitted in the Minnesota Automated Reporting Student System (MARSS); ~~in order to take an English language proficiency assessment.~~
2. The student must have a most significant cognitive disability; ~~if the student has been identified as eligible to take the MTAS in mathematics, reading, or science, the student meets this criterion.~~
3. The student cannot meaningfully participate in the WIDA ACCESS, even with allowable accommodations.
4. The IEP team must document, in the IEP, reasons the MCA is or is not an appropriate English language proficiency assessment for the student.

**C. Alternate ACCESS participation decisions must not be made on the following factors:**

1. The student's disability category alone;
2. The student's placement or instructional setting;
3. The student's language background, or other social, cultural, or economic factors;
4. An expectation that the student will receive a low score on the WIDA ACCESS for ELLs; and
5. A desire to simplify test administration, which may include behavioral concerns or anticipated emotional distress.

~~**C. EL Students New to the United States**~~

~~EL students new to the United States will take all assessments, including all academic assessments (math, reading, and science), as well as the English Language Proficiency Assessment (ACCESS).~~

**VI. GRANTING AND DOCUMENTING ACCOMMODATIONS, MODIFICATIONS, OR EXEMPTIONS FOR TESTING**

See Chapter 5 of the current "Procedures Manual for the Minnesota Assessments" and Guidelines for Administration of Accommodations and Linguistic Supports.

**VII. RECORDS**

All test accommodations, modifications, or exemptions shall be reported to the school district test administrator. The school district test administrator shall be responsible for keeping a list of all such test accommodations, modifications, and exemptions for school district audit purposes. Testing results will be documented and reported.

**Legal References:** Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)

Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)  
Minn. Stat. § 125A.08 (Individualized Education Programs)  
Minn. Rules Parts 3501.0660 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

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**Cross References:**

MSBA/MASA Model Policy 104 (School District Mission Statement)  
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)  
MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 616 (School District System Accountability)

**Resources:**

Minnesota Department of Education (MDE): [Alternate Assessments](#) (accessed 12/31/25)  
MDE: [Statewide Assessments Policies and Procedures](#) (accessed 12/31/25)  
MDE: [Eligibility Requirements and Decision-Making Tool for Minnesota Alternative Assessment](#) (MTAS/Alternate MCA) (accessed 12/31/25)  
MDE: [English Learner Education](#) (accessed 1/1/26)  
MDE: [Minnesota's Assessments for English Learners](#) (accessed 1/1/26)  
WIDA: [WIDA Alternate ACCESS Participation Decision Tree](#) (accessed 1/1/26)

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

MSBA/MASA Model Policy  
701

Orig.

1995

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

Rev. 2026

## 701 ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET

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

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

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

### III. REQUIREMENTS

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

same time as this publication, the school district shall publish the other information required by Minnesota Statutes, section 123B.10.

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

#### **IV. IMPLEMENTATION**

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

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

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

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

MSBA/MASA Model Policy  
721

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

Orig. 2016  
Rev. 2026

## 721 **PROCUREMENT POLICY**

### ~~UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES~~

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

#### I. **PURPOSE**

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

#### II. **DEFINITIONS**

- A. "Compensation for personal services" includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 Code of Federal Regulations, section 200.431 (Compensation - Fringe Benefits).
- B. "Competitive procurement process" means a process for procurement by sealed bids or by proposals under Minnesota Statutes, section 471.345.
- C. "Contract" means a legal instrument by which ~~the school districts non-federal entity~~ purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 Code of Federal Regulations, Part 200, does not include a legal instrument, even if the ~~school district non-federal entity~~ considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.
- D. "Direct costs" are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- E. "Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the ~~school district non-federal entity~~ for financial statement purposes, or \$10,000.
- F. "Federal award" has the meaning, depending on the context, in either paragraph 1. or 2. ~~below of this definition:~~

1.
  - a. The federal financial assistance that ~~a non-federal entity~~ the school district receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations, section 200.101 ~~(Applicability)~~; or
  - b. The cost-reimbursement contract under the federal Acquisition Regulations that ~~the school district~~ a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations, section 200.101 ~~(Applicability)~~.
2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (2b) of the definition of *Federal financial assistance* in 2 Code of Federal Regulations 200.1, ~~2 Code of Federal Regulations, section 200.40 (Federal Financial Assistance)~~, or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
3. "Federal award" does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.

G. "Grants" includes

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

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

- H. "Non-federal entity" means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.
- I. "Post-retirement health plans" refer to costs of health insurance or health services not included in a pension plan covered by 2 Code of Federal Regulations, section 200.431(g) for retirees and their spouses, dependents, and survivors.
- J. "Severance pay" is a payment in addition to regular salaries and wages by the school district ~~non-federal entities~~ to workers whose employment is being terminated.
- K. "Travel costs" are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.
- ~~"Relocation costs" are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.~~

**III. PROCUREMENT METHOD OPTIONS**

A. "Procurement by micro-purchase"

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

1. The ISD390 Board uses the increased micro-purchase threshold of \$25,000, consistent with Minnesota Statute 741.345, Subd. 5.

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

B. Procurement by small purchase procedures

This procurement method may be used when the value of the procurement transaction does not exceed the federal simplified acquisition threshold and is within the state threshold of \$175,000. ~~are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$175,000 (periodically adjusted for inflation).~~ If a small purchase procedure is used, price or rate quotations must be obtained from an adequate number of qualified sources. Unless specified by the Federal agency, the school district may exercise judgment in determining what number is adequate.

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

C. Procurement by sealed bids (formal advertising)

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

D. Procurement by competitive proposals

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

E. Procurement by noncompetitive proposals

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

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

#### IV. GENERAL PROCUREMENT STANDARDS

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

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

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

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

2. In addition to the foregoing, the following school district employees may execute a purchase or procurement that requires the expenditure of up to the following amounts:
  - a. Superintendent: Up to \$1,500
  - b. Superintendent from \$1,500 up to \$10,000 with board notification.

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

#### **V. PROCUREMENT METHODS WHEN USING STATE FUNDS-**

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

##### **A. Procurements for \$25,000 or less**

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

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

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

##### **B. Procurements Exceeding \$25,000 but not \$175,000**

###### **1. Sealed Bids or Direct Negotiation**

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

###### **2. Best Value Alternative**

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

##### **C. Procurements Exceeding \$175,000**

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

### Procurement by Sealed Bids

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

1. bids must be solicited from an adequate number of qualified sources, providing bidders sufficient response time prior to the date set for opening bids;
2. the invitation for bids, which includes any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
3. all bids will be opened at the time and place prescribed in the invitation for bids, and the bids must be opened publicly;
4. a firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that the discounts are usually taken advantage of;
5. any or all bids may be rejected if there is a sound documented reason; and
6. in order for a sealed bid to be feasible, the following conditions must be present:
  - a. a complete, adequate, and realistic specification or purchase description is available;
  - b. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
  - c. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the price.

### D. Procurement by Proposals

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

1. requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical;
2. the school district must have a written method for conducting technical evaluations of the proposals received and for making selections; and
3. contracts must be awarded to the responsible offeror whose proposal is most advantageous to the school district, with price and other factors considered.

## **VI. PROCUREMENT METHODS WHEN USING FEDERAL FUNDS**

### **A. Procurement by Competitive Proposals**

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

1. ~~Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical.~~ Requests for proposals require public notice, and all evaluation factors and their relative importance must be identified. Proposals must be solicited from multiple qualified entities. To the maximum extent practicable, any proposals submitted in response to the public notice must be considered;
2. Proposals must be solicited from an adequate number of qualified sources;
3. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
4. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
5. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.

### **B. Procurement by Noncompetitive Proposals**

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

1. The aggregate amount of the procurement transaction does not exceed the micro-purchase threshold;
2. The item is available only from a single source;
3. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
4. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
5. After solicitation of a number of sources, competition is determined inadequate.

### **C. Competition**

1. All procurement transactions under the Federal award must be conducted in a manner that provides full and open competition and is consistent with the standards of 2 Code of Federal Regulations, sections 200.319 and .320.
2. The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
  - a. are made in accordance with 2 Code of Federal Regulations, section 200.319(b);
  - b. incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
  - c. identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- D. The school district must ensure that all prequalified lists of persons, firms, or products ~~which are used in acquiring goods and services~~ procurement transactions are current and include enough qualified sources to ensure maximum open ~~and free~~ competition. When establishing or amending prequalified lists, the school district must consider objective factors that evaluate price and cost to maximize competition. ~~Also, the~~ The school must not preclude potential bidders from qualifying during the solicitation period.
- E. ~~Non-federal entities are~~ The school district is prohibited from contracting with or making subawards under "covered transactions" to parties that are suspended or debarred or whose principals are suspended or debarred. "Covered transactions" include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.
- F. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 Code of Federal Regulations, section 180.215.
- ~~M. The threshold for purchases by school employees that may be made without board approval is (insert dollar amount).~~  
**[NOTE: Thresholds are now set in Article IV.H above.]**
- G. Managing Property and Equipment and Safeguarding Assets
  1. Property Standards  
 The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to other property owned by the school district ~~non-federal~~

~~entity~~. Federally owned property need not be insured unless required by the terms and conditions of the federal award.

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

## 2. Managing Equipment

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

- a. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
- b. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two (2) years.
- c. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
- d. Adequate maintenance procedures must be developed to keep property in good condition.
- e. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

## H. Cybersecurity

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

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

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

## VII. FINANCIAL MANAGEMENT REQUIREMENTS

A. Financial Management

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

B. Payment

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

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

C. Internal Controls

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

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

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

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

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

**VIII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES**

A. Allowable Use of Funds

The school district administration and school board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the

allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.

B. Definitions

1. "Advance payment" means a payment that a federal ~~awarding~~ agency or pass-through entity makes by any appropriate payment mechanism, ~~including a predetermined payment schedule, before and payment method before the school district~~ ~~non-federal entity~~ disburses the funds for program purposes.
2. "Allowable cost" means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
3. "Education Department General Administrative Regulations (EDGAR)" means a compilation of regulations that apply to federal education programs. ~~These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements).~~  
~~EDGAR can be accessed at:~~
4. "Omni Circular" ~~or~~ ~~(also known as 2 Code of Federal Regulations, part 200,~~ ~~the~~ ~~Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,~~ ~~or the Uniform Grant Guidance)~~ means federal cost principles that provide standards for determining whether costs may be charged to federal grants.

C. Allowable Costs

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

1. Advertising and public relations;
2. Advisory councils;
3. Audit costs and related services;
4. Bonding costs;
- ~~4. Communication costs;~~
5. Compensation - ~~for~~ personal services;
6. Compensation – fringe benefits;
7. Conferences;
8. Contingency provisions;
9. Depreciation ~~and use allowances;~~
10. Employee ~~morale,~~ health, and welfare costs;
11. Equipment and other capital expenditures;

12. Gains and losses on disposition of depreciable ~~property and other capital assets and substantial relocation of federal programs~~ assets;
13. Insurance and indemnification;
14. Intellectual property;
15. Maintenance, ~~operations,~~ and repair costs;
16. Materials and supplies costs, including costs of computing devices;
- ~~13. Meetings and conferences;~~
17. Memberships, subscriptions, and professional activity costs;
18. Organization costs;
19. Participant costs;
20. Plant and security costs;
21. Pre-award costs;
22. Professional service costs;
23. Proposal costs;
24. Publication and printing costs;
25. Rearrangement and ~~alteration-reconversion~~ costs;
26. Recruiting costs;
27. Relocation costs of employees;
28. Rental costs of buildings and equipment;
29. Scholarships, student aid costs, and tuition remission;
30. Specialized service facilities;
31. Taxes;
32. Telecommunication and video surveillance costs;
33. Termination and standard closeout costs;
34. Training and education costs; ~~and~~
35. Transportation costs; and
36. Travel costs.

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D. Costs Forbidden by Federal Law

2 Code of Federal Regulations, part 200 and EDGAR identify certain costs that may never be paid with federal funds. The ~~following~~ list below provides examples of such costs. If a cost is on this list, it may not be supported with federal funds unless an

exception exists (review the specific part of 2 Code of Federal Regulations 200, subpart E for possible exceptions to unallowable costs). The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 Code of Federal Regulations, part 200, subpart E; thus, the following list is not exhaustive:

- ~~1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;~~
1. Alcoholic beverages;
2. Bad debts;
3. Contingency provisions (with limited exceptions);
4. Contributions and donations
5. Entertainment (with limited exception);
6. Fines, and penalties, damages, and other settlements;
7. Fundraising and investment management costs (with limited exceptions);
8. General costs of government (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
9. Goods or services for personal use;
10. Interest, (except interest specifically stated in 2 Code of Federal Regulations, section 200.449~~+~~ as allowable);
11. Lobbying;
12. Losses on other Federal awards or contracts;
13. Selling and marketing;
14. Student activity costs;
15. Religious use;
16. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
17. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
18. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program

expenses, and other program specific requirements must be considered when performing the programmatic analysis.

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

F. Federal Cost Principles

~~1.~~ The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes ~~five~~ core principles that serve as an important guide for effective grant management. These core principles require all costs to be:

1. Necessary for the proper and efficient performance or administration of the program.
2. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
3. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
4. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
5. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

G. Program Specific Fiscal Rules

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

1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
2. Many state-administered programs require **school districts** to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for

things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).

3. Auditors generally presume supplanting has occurred in three (3) situations:
  - a. The school district uses federal funds to provide services that the school district is required to make available under other federal, state, or local laws.
  - b. The school district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
  - c. The school district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to nonparticipating students.
4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

H. Approved Plans, Budgets, and Special Conditions

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

I. Training

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

J. Employee Sanctions

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

K. Reduction in Aid

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

L. Property, Financial Investments, and Contracting

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

**M. Mandatory Disclosures**

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

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

**IX. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING**

**A. Compensation – Personal Services**

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

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

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

**B. Compensation – Fringe Benefits**

**1. During leave**

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

- a. They are provided under established written leave policies;
  - b. The costs are equitably allocated to all related activities, including federal awards; and
  - c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.
2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 Code of Federal Regulations, section 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written

policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.

3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.
4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the school district's written policies ~~of the school district.~~
5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established school district written policies ~~of the school district.~~
6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.

C. Insurance and Indemnification

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

D. Recruiting Costs

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

1. Critical and necessary for the conduct of the project;
2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
3. Consistent with the school district's cost accounting practices and school district policy; and
4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.

~~E. Relocation Costs of Employees~~

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

E. Travel Costs

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

Travel costs may be charged on an actual cost basis, on a per diem or mileage basis ~~in lieu of actual costs incurred~~, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip. ~~and results in~~

~~charges~~ The method used must be consistent with those normally allowed in like circumstances in the school district's ~~non-federally-funded~~ other activities and in accordance with the school district's ~~reimbursement~~ established written policies.

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

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

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

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

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

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

If the DOE or MDE determines that noncompliance cannot be remedied by imposing ~~additional-specific~~ conditions, the DOE or MDE may take one or more of the following actions, as appropriate under the circumstances: (1) Temporarily withhold ~~cash payments until the school district takes corrective action; pending correction of the deficiency by the school or more severe enforcement action by the DOE or MDE;~~ (2) Disallow (that is, deny both use of funds and any applicable matching credit for) ~~all or part of the costs for all or part of the activity associated with the noncompliance or action not in compliance;~~ (3) Wholly or partly suspend or terminate the federal award; (4) Initiate suspension or debarment proceedings as authorized under 2 Code of Federal Regulations, part 180 and DOE regulations (or, in the case of MDE, recommend such a proceeding be initiated by the DOE); (5) Withhold further federal awards ~~(new awards or continuation funding)~~ for the project or program; and/or (6) Take other remedies that may be legally available.]

## X. SUBRECIPIENT MONITORING

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

- A. The school district will:

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

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

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a. Required information includes:

(1) Federal award identification

- i. Subrecipient's name (must match the name associated with its unique entity identifier);
- ii. Subrecipient's unique entity identifier;
- iii. Federal Award Identification Number (FAIN);
- iv. Federal Award Date;
- v. Subaward Period of Performance Start and End Date;
- vi. Subaward Budget Period Start and End Date;
- vii. Amount of Federal Funds Obligated in the subaward;
- viii. Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity, including the current financial obligation;
- ix. Total Amount of the Federal Award committed to the subrecipient by the pass-through entity;
- x. Federal award project description, as required by the Federal Funding Accountability and Transparency Act (FFATA);
- xi. Name of the Federal agency, pass-through entity, and contact information for awarding official of the pass-through entity;
- xii. Assistance Listings title and number; the pass-through entity must identify the dollar amount made available under each Federal award and the Assistance Listings Number at the time of disbursement;
- xiii. Identification of whether the federal award is for research and development; and
- xiv. Indirect cost rate for the federal award (including if the de minimis rate is used in accordance with 2 Code of Federal Regulations, section 200.414).

- (2) All requirements of the subaward, including requirements imposed by Federal statutes, regulations, and the terms and conditions of the Federal award;
  - (3) Any additional requirements that the pass-through entity imposes on the subrecipient for the pass-through entity to meet its responsibilities under the Federal award. This includes information and certifications (see 2 Code of Federal Regulations, section 200.415) required for submitting financial and performance reports that the pass-through entity must provide to the federal agency;
  - (4) Indirect cost rate;
  - (5) A requirement that the subrecipient permit the pass-through entity and auditors to access the subrecipient's records and financial statements for the pass-through entity to fulfill its monitoring requirements; and
  - (6) Appropriate terms and conditions concerning the closeout of the subaward.
3. Evaluate each subrecipient's fraud risk and risk of noncompliance with a subaward to determine the appropriate subrecipient monitoring described in 2 Code of Federal Regulations, section 200.332, paragraph (f). When evaluating a subrecipient's risk, a pass-through entity should consider the following:
  - a. The subrecipient's prior experience with the same or similar subawards;
  - b. The results of previous audits. This includes considering whether or not the subrecipient receives a Single Audit in accordance with 2 Code of Federal Regulations, part 200, subpart F and the extent to which the same or similar subawards have been audited as a major program;
  - c. Whether the subrecipient has new personnel or new or substantially changed systems; and
  - d. The extent and results of any federal agency monitoring (for example, if the subrecipient also receives federal awards directly from the federal agency).
4. If appropriate, consider implementing specific conditions in a subaward as described in 2 Code of Federal Regulations, section 200.208 and notify the Federal agency of the specific conditions.
5. Monitor the activities of a subrecipient as necessary to ensure that the subrecipient complies with Federal statutes, regulations, and the terms and conditions of the subaward. The pass-through entity is responsible for monitoring the overall performance of a subrecipient to ensure that the goals and objectives of the subaward are achieved. In monitoring a subrecipient, a pass-through entity must:
  - a. Review financial and performance reports.

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- b. Ensure that the subrecipient takes corrective action on all significant developments that negatively affect the subaward. Significant developments include Single Audit findings related to the subaward, other audit findings, site visits, and written notifications from a subrecipient of adverse conditions which will impact their ability to meet the milestones or the objectives of a subaward. When significant developments negatively impact the subaward, a subrecipient must provide the pass-through entity with information on their plan for corrective action and any assistance needed to resolve the situation.
  - c. Issue a management decision for audit findings pertaining only to the Federal award provided to the subrecipient from the pass-through entity as required by 2 Code of Federal Regulations, section 200.521.
  - d. Resolve audit findings specifically related to the subaward. However, the pass-through entity is not responsible for resolving cross-cutting audit findings that apply to the subaward and other Federal awards or subawards. If a subrecipient has a current Single Audit report and has not been excluded from receiving Federal funding (meaning, has not been debarred or suspended), the pass-through entity may rely on the subrecipient's cognizant agency for audit or oversight agency for audit to perform audit follow-up and make management decisions related to cross-cutting audit findings in accordance with 2 Code of Federal Regulations, section 200.513(a)(4)(viii). Such reliance does not eliminate the responsibility of the pass-through entity to issue subawards that conform to agency and award-specific requirements, to manage risk through ongoing subaward monitoring, and to monitor the status of the findings that are specifically related to the subaward.
6. Depending upon the pass-through entity's assessment of the risk posed by the subrecipient (as described in 2 Code of Federal Regulations, section 200.332, paragraph (c)), the following monitoring tools may be useful for the pass-through entity to ensure proper accountability and compliance with program requirements and achievement of performance goals:
    - a. Providing subrecipients with training and technical assistance on program-related matters;
    - b. Performing site visits to review the subrecipient's program operations; and
    - c. Arranging for agreed-upon-procedures engagements as described in 2 Code of Federal Regulations, section 200.425.
  7. Verify that a subrecipient is audited as required by 2 Code of Federal Regulations, part 200, subpart F.
  8. Consider whether the results of a subrecipient's audit, site visits, or other monitoring necessitate adjustments to the pass-through entity's records.
  9. Consider taking enforcement action against noncompliant subrecipients as described in 2 Code of Federal Regulations, section 200.339 and in program regulations.

## **XI. CONFLICT OF INTEREST**

### **A. Employee Standards of Conduct**

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

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

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

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

C. Organizational Conflicts of Interest

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

D. Disclosing Conflicts of Interest

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

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

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

**Cross References:**

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

**Resources:**

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

MDE: [Competitive Proposal Method](#) [April 2020] (accessed 01/07/26)

Office of Management and Budget: [OMB Guidance for Federal Financial Assistance \(Uniform Guidance\)](#) (accessed 02/20/26)

U.S. DOE: [Education Department General Administrative Regulations \(EDGAR\) and Other Applicable Grant Regulations](#) (accessed 01/09/26)

U.S. DOE: [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#) (accessed 01/09/26)



**Proposal  
For  
Environmental/Occupational  
Health & Safety Management**

**Presented to**

**Lake of the Woods Public School**

**May 13, 2026**

**Presented by**

**Northwest Service Cooperative  
114 First St. West  
Thief River Falls, MN 56701  
218-681-0900  
[www.nw-service.k12.mn.us](http://www.nw-service.k12.mn.us)**

The Northwest Service Cooperative is pleased to provide the following proposal to provide Environmental and Occupational Health & Safety Management (E/OHS).

What makes the Service Cooperative partnership work? An unbeatable combination of service and cost savings that are provided to its members. The cooperative effort has provided the ability to minimize cost, problems and avail members of the expertise required for specific problems. The Northwest Service Cooperative provides its members with needed analysis of these programs, required reporting forms, necessary record keeping procedures, summary audit reports and access to corrective actions as needed.

Under the proposed agreement, NWSC will provide solutions to environmental and occupational health and safety related problems that are: *administered on site, affordable, guaranteed and insured.* **NWSC will visit the district on a monthly basis.**

The following programs will be included with in the agreement:

Employee Right-to-Know	Asbestos
Personal Protective Equipment	Hazardous Waste
Laboratory Standard	Bloodborne Pathogens
AWAIR	Community Right-to-Know
Emergency Action Plan	Indoor Air Quality
Hearing Conservation	Integrated Pest Mgmt
Respiratory Protection	Hoist Lift
Confined Space Entry	Welding, Cutting or Brazing
Lockout/Tagout	Electrical Safety
Compressed Gas Safety	Forklift Safety
Lead in Water	Machine Guarding
Radon	Assistance with Attachment 10
Underground Storage Tanks	

For questions or comments contact:

Brian Byklum  
Health & Safety Coordinator  
218.681.0895

### Insurance

The Northwest Service Cooperative carries professional and general liability insurance. A certificate shall be provided to Lake of the Woods Public School for the following amounts of coverage:

**General Liability - "A" rated**

BI & PD Combined Occurrence	\$2,000,000
BI & PD Combined Aggregate	\$2,000,000
Personal Injury	\$1,000,000

**Guarantee**

The Northwest Service Cooperative will conduct the activities required for the proposed programs with care and diligence.

The Northwest Service Cooperative agrees that if a client receives regulatory fines for errors or omissions directly and solely attributable to NWSC, NWSC will pay for the regulatory fines and reserves the right to contest the violations with the regulatory agency.

**Building Owner Covenants**

Building owner agrees to provide the following:

- a. Contact person for various programs
- b. Office space, use of phone and office equipment
- c. As built drawings
- d. Rooms conducive for employee training

## **E/OHS MANAGEMENT PROGRAM: Proposed Services**

### **Asbestos**

#### **Responsibilities:**

##### **Northwest Service Cooperative**

- †Identify current designated person; ensure designated person is AHERA-trained.
- †If DP is not a district employee, identify local Contact Person representing school.
- †Review and update existing Asbestos Management Plan.
- †Develop and disseminate annual written notification.
- †Establish a General Work Order System and Asbestos Work Order System.
- †Establish Work Practice Standard Operating Procedures.
- †Establish Emergency Response Procedures.
- †Establish respiratory protection program component for asbestos.
- †Provide 6 months Periodic Surveillance of asbestos.
- †Maintain and up date the asbestos inventories.
- †Maintain all records of asbestos events, per OSHA and AHERA.
- †Establish and implement Medical Monitoring and Surveillance Program.
- †Schedule response action implementation.
- †Provide liaison with Project Designer for those projects, which exceed 3 feet.
- †Provide and post Hazardous Warning labels in routine maintenance areas.
- †Provide 2-hour Asbestos Awareness Training, necessary for all Maintenance/Custodial persons.
- †Perform Three Year Reinspection no later than July 9, 2010.
- †Review program and obtain school board approval at least annually.

##### **District:**

- †Develop and disseminate annual written notification.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57Subd. 1.

### **Underground Storage Tanks (UST) and Above Ground Storage Tanks (AST)**

#### **Responsibilities:**

##### **Northwest Service Cooperative**

- †Develop and implement a Written Management Plan for each UST and AST.
- †Identify school district Contact Person(s) for each UST and ASTs.
- †Ensure all USTs above 110 gallons are MPCA-registered.
- †Ensure all AST installations which are used for combustible materials are reviewed by a fire marshal.
- †Develop and implement release detection (e.g. tightness testing) plans for all USTs (also fuel oil).
- †Conduct leak detection testing at frequent intervals for USTs if electronic monitors available.
- †Produce and submit reports to agencies necessary for compliance (e.g. MPCA tank registration).
- †Review updates on regulatory standards and reporting requirements.
- †Provide and maintain inventory control forms.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

### **District**

- †Conduct leak detection testing at frequent intervals for USTs if electronic monitors available.
- †Present program review to School Board at least annually.
- †Provide and maintain inventory control forms.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

## **Infectious Waste (exclusive of Bloodborne Pathogens, if any)**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- †Develop and implement a Written Management plans for infectious waste, if any.
  - †Note: blood or other potentially infectious materials are covered under Bloodborne Pathogen
- †Identify school district Contact Person(s) for infectious waste management.
- †Identify sources of infectious waste in each facility.
- †Review current infectious waste handling procedures.
- †Review current internal traffic procedures.
- †Review current external transportation/disposal of infectious waste.
- †Evaluate current infectious waste record keeping products and procedures (including archiving).
- †Respond to regulatory agency correspondence, guidelines and recommendations, guidelines and recommendations.
- †Provide updates on regulatory changes and new developments.
- †Provide annual training.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

### **District**

Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

## **Playground Safety**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- †Identify school district Contact Person(s) for each playground.
- †Conduct periodic site review and management plan update (at least annually).
- †Present program review to School Board at least annually.
- †Conduct audit of district outdoor playground facilities for purpose of identifying equipment and site-related hazards referenced in the Consumer Products Safety Commissioner's (CSPC) current guidelines. See Consumer Product Safety Commission website [www.cpsc.gov](http://www.cpsc.gov) for more information. Also, see ASTM F 1487 – 95 "Standard Consumer Safety Performance Specification for Playground Equipment for Public Use."
- †Develop, implement and maintain equipment maintenance checklists.
- †For H&S funding, inspection by Nat'l Recreation and Park Association "Certified Playground Safety Inspector" is required. To be conducted under a separate proposal.
- †Review updates on regulatory, guidance standards and new developments.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

## **District**

- †Present program review to School Board at least annually.
- †Conduct audit of district outdoor playground facilities for purpose of identifying equipment and site related hazards referenced in the Consumer Products Safety Commissioner's (CSPC) current guidelines. See Consumer Product Safety Commissions website [www.cpsc.gov](http://www.cpsc.gov) for more information. Also see ASTM F 1487 – 95 "Standard Consumer Safety Performance Specification for Playground Equipment for Public Use".
- †Develop, implement and maintain equipment maintenance checklist.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

## **Emergency Action Plan**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- †Review written Management plans for each school for each type of emergency:  
Fire, utility disaster, natural disaster, civil/bomb threat, and as outlines in MN Executive Order 93-97 and 1999 Model Crisis Management Plan.
- †Identify school district Contact Person(s) for each emergency plan.
- †Survey the facility to determine the facility's ability to provide safe egress or safe shelter.
- †Inspect fire extinguishers, fire blankets, and emergency lights monthly.
- †Train affected employees.
- †Review Written Plan as needed, and update (at least annually).
- †Develop and implement written record keeping procedures.
- †Respond to regulatory agency correspondence, guidelines and recommendations.
- †"...Cooperate with local government authorities to ensure the preparation of plans for the protection of students in an emergency. These plans should include sheltering students in schools, or evacuating them to their homes, as well as using the schools as congregate care centers in support of emergency operations." – MN Executive Order 93-27 pp 8.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

#### **District**

- †Develop Emergency Action Plan procedures and routes per OSHA standard 29 CFR 1910.38. NWSC will review EAP procedures and routes.
- †"...Cooperate with local government authorities to ensure the preparation of plans for the protection of students in an emergency. These plans should include sheltering students in schools, or evacuating them to their homes, as well as using the schools as congregate care centers in support of emergency operations." – MN Executive Order 93-97 pp.8.
- †Post evacuation or shelter routes and locations, in each classroom, office or assembly area. Route(s) should be shown drawn on 8x11 scale building map, preferably color-coded.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

## **Lead in Water**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- †Develop and implement a Written Management plan for all drinking water taps.
- †Identify school district Contact Person(s) for Lead in Drinking Water.
- †Implement MDH Lead in School Drinking Water Guidance Manual provisions.
- †Survey each facility to determine the facility's drinking water taps and fixtures.  
Note- actual testing shall be identified as a separate project.
- †Conduct water sampling as provided for under MDH and US EPA rules and guidelines. NWSC will provide Lead in Water testing under a separate proposal.
- †Ensure replacement faucets and hardware meet current NSF lead-free criteria. Review updates on regulatory standards, reporting requirements and new developments.
- †Maintain all compliance documentation.
- †Provide all record keeping activities.
- †Train affected employees.
- †Review Written Plan as needed, and update (at least annually).
- †Develop and implement written record keeping procedures.
- †Respond to regulatory agency correspondence, guidelines and recommendations.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

#### **District**

- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

## **Radon**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- †Develop and implement a Written Management Plan for Radon identification and remediation.
- †Identify school district Contact Person(s) for Radon.
- †Implement current US EPA/MDH Radon Gas testing guidance criteria
- †Coordinate diagnostics and mitigation of elevated radon.
- †Conduct Radon sampling as provided for under MDH and US EPA rules and guidelines.  
Note: NWSC will provide radon testing under a separate proposal
- †Review updates on regulatory standards, reporting requirements and new developments.
- †Maintain all compliance documentation: maintain documentation of testing.
- †Develop and implement written record keeping procedures.
- †Train affected employees.
- †Respond to regulatory agency correspondence guidelines and recommendations.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

#### **District**

- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

## **Hazardous Waste**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- †Develop and implement a Written Management Plan for Hazardous Waste. These are defined as wastes, which are **toxic, combustible, corrosive or reactive**.
- †Identify school district Contact Person(s) for Hazardous Waste.
- †Review Written Plan as needed, and update (at least annually).
- †Identify facility hazardous waste streams by functional areas and by waste stream types.
- †Examine facility hazardous waste product generation potential.
- †Identify actions that minimize or eliminate hazardous waste generation.
- †Develop containerization and labeling procedures.
- †Review current handling and storage procedures.
- †Implement proper waste disposal procedures. Complete disposal manifests.
- †Acquire EPA generator number and MPCA annual permit for **each building generating hazardous waste**.
- †Train affected employees. Provide annual training according to **VSQG or SQG** criteria.
- †Monitor or provide updates on regulatory changes and new developments. Review updates on regulatory standards, reporting requirements and new developments.
- †Develop and implement written record keeping procedures-maintain all compliance documentation.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

#### **District**

- †Evaluate boiler and other stack emissions to air with respect to current MPCA stack emissions standards. NWSC will assist District with stack emissions standards.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.
- †Evaluate boiler and other stack emissions to air with respect to current MPCA stack emissions standards.

## **Community Right to Know (when applicable)**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- †Develop and implement a Written Management Plan for Community Right to Know.
- †Identify school district Contact Person(s) for Community Right to Know.
- †Review Written Plan as needed, and update (at least annually).
- †Survey facility for hazardous materials in reportable quantities.
- †Develop and maintain hazardous materials collection and storage procedures.
- †Review invoices of CRTK-reportable materials for quantity verification.
- †Initiate in-house reporting procedure(s).
- †Prepare notification correspondence/reports to State Emergency Response Commission and local emergency planning committee (frequently the district's local fire department).
- †Train affected employees. Provide annual training.
- †Develop and implement CRTK-recordkeeping procedures.
- †Respond to regulatory agency correspondence, guidelines and recommendations, (i.e. MN Emergency Response Commission).
- †Provide updates on regulatory changes and new developments.
- †Review program and obtain school board approval at least annually, per M.S. 123B.58 Subd. 1.

**District**

- †Review program and obtain school board approval at least annually, per M.S. 123B.58 Subd. 1.

**Department of Labor and Industry (OSHA) Requirements OSHA Inspections****Responsibilities:****Northwest Service Cooperative**

- †Participate in OSHA review of facility and provide management activity for programs.
- †Assist District with E/OhS funding application (DCFL Attachment #99).
- †Work with third party inspectors such as insurance groups.
- †For information on all OSHA standards, go to [www.osha.gov](http://www.osha.gov) and click on the "search" button.

**District**

- †Review program and obtain school board approval at least annually, per M.S. 123B.58 Subd. 1.

**Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools****Responsibilities:****Northwest Service Cooperative**

- †Develop and implement a Written Management Plan for Accident and Injury Reduction-AWAIR.
- †Develop procedures that outline how managers, supervisors and employees are responsible for implementing the written program and how continued participation of management will be established, measured, and maintained.
- †Identify school district Contact Person(s) for Accident and Injury Reduction Program.
- †Review Written Plan as needed, and update (at least annually).
- †Develop and implement a Written Plan for OSHA-mandated Safety Committees.
- †Identify and document methods of how the plan will be communicated to all affected employees so that they are informed of work-related hazards and controls.
- †Develop and document procedures for investigation of work place accidents and corrective action.
- †Develop and document procedures that outline how safe work practices and rules will be enforced.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

**District**

- †Develop procedures that outline how managers, supervisors and employees are responsible for implementing the written program and how continued participation of management will be established, measured, and maintained.
- †Develop and document procedures that outline how safe work practices and rules will be enforced.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.
- †Conduct safety committee meetings, at least quarterly, to identify and eliminate workplace safety hazards. Develop and document methods used to identify, analyze, and control new or existing hazards.

## **First Aid/CPR**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- †Develop and implement a Written Management for First Aid/CPR.
- †Identify school district Contact Person(s) for First Aid/CPR.
- †Determine time for arrival of first aid providers (outside and in-house). Per MNOSHA CPL 2-2.53, **first aid must be available within 8 minutes from any site, including travel time.**
- †Review Written Plan as needed, and update (at least annually).
- †Survey facility for First Aid/CPR needs.
- †Develop and implement program to provide First Aid Kits (kits not eligible for H & S funding).
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

#### **District**

- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.
- †Provide First Aid/CPR/AED Training as required, or contract for services (not eligible). NWSC will assist district in attaining training through local provider.

## **Lockout/Tagout**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- †Develop and implement a Written Management Plan for Lockout/Tagout, encompassing OSHA standard 29 CFR 1910.147.
- †Identify school district Contact Person(s) for Lockout/Tagout.
- †Review Written Plan as needed, and update (at least annually).
- †Survey the facility to identify energy potential physical hazards that require lockout/tagout.
- †Review current Lockout/tagout procedures.
- †Train affected employees on proper Lockout/Tagout methods and techniques.
- †Identify and procure Lockout/Tagout locks, tags and other devices.
- †Evaluate Lockout/Tagout record keeping products and procedures.
- †Respond to regulatory agency correspondence, guidelines and recommendations.
- †Monitor or provide updates on regulatory changes and new developments.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

#### **District**

- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.
- †Provide Lockout Tagout equipment.

## **Compressed Gas**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- †Develop a written Compressed Gas Plan encompassing OSHA standard 29 CFR 1910.101.
- †Identify school district Contact Person(s) for Compressed Gas.
- †Review Written Plan as needed, and update (at least annually).
- †Survey the facility to determine compressed gas applications.
- †Review current compressed gas safety procedures.
- †Identify compressed gas toxic and physical hazards.
- †Evaluate compressed gas application to determine if confined space rules apply.
- †Determine need for metering equipment/supplies (i.e. CO, CO<sub>2</sub>, O<sub>2</sub>, SO<sub>2</sub>, and H<sub>2</sub>S).
- †Train affected employees on proper compressed gas methods and techniques.
- †Monitor compressed gas record keeping procedures.
- †Respond to regulatory agency correspondence, guidelines and recommendations.
- †Monitor or provide updates on regulatory changes and new developments.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

#### **District**

- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

## **Employee-Right to Know – Hazard Communication**

### **Responsibilities:**

#### **Northwest Service Coop**

- Develop and implement a written management plan for Minnesota employee right-to-know (ERTK), in compliance with OSHA standard 29 CFR 1910.1200, and Minnesota Rules 5206.
- Minnesota has adopted the revised HazCom standard that will be enforced by June 1, 2016.
- Identify school district contact person(s) for ERTK.
- Review written plan as needed, and update (at least annually).
- Identify hazard communications functional areas (e.g., kitchen, shops, art, maintenance).
- Survey the facility to identify chemical, heat, noise, radiation and infectious agents hazards. Review at least annually.
- Review and update current ERTK standard operating procedures.
- Perform initial and annual functional area training. As part of the transition to the revised HazCom standard, training must be provided to employees on the new global harmonizing system labeling and safety data sheet format by December 1, 2013.
- Minnesota employee right-to-know will retain requirements for harmful physical and infectious agents, and the need for annual training. Please visit the Occupational Safety and Health Administration (OSHA) website (<http://www.osha.gov/dsg/hazcom/index.html>) for more information on the revised standard and GHS system requirements.
- Provide all record-keeping activities and procedures.
- Respond to regulatory agency correspondence, guidelines and recommendations.
- Monitor or provide updates on regulatory changes and new developments.

#### **District**

- Safety Data Sheet (SDS) acquisition, compilation and distribution. Ideally, SDS would be available in each affected department. The new global harmonizing system labeling requirements must be

- complied with by June 1, 2015.
- Perform chemical inventory. Update at least annually. Ideally, chemical inventory would be available with SDSs in each affected department.
  - Review program and obtain school board approval at least annually.
  - Monitor use and labeling on Secondary Use Containers

## **Personal Protection Equipment**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- †Develop and implement Written Personal Protective Equipment Plan, in compliance with 1910.132 through 1910.140. Specific organs targeted for protection are hands, feet and face.
- †Identify school district Contact Person(s).
- †Review Written Plan as needed, and update (at least annually).
- †District must survey the facility to identify unsafe, hazardous processes to hands, feet and face, per standards.
- †Perform initial and annual functional area training.
- †Monitor usage, storage and maintenance practices of employees to ensure adequacy of program.
- †Provide all record keeping activities and procedures.
- †Respond to regulatory agency correspondence, guidelines and recommendations.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

#### **District**

- †Provide personal protective equipment as deemed appropriate for the identified hazards.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

## **Laboratory Safety Standard – Chemical Hygiene Plan Mandatory where science labs exist**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- †Develop and implement a Chemical Hygiene Plan (CHP) for all laboratories, per OSHA under the Laboratory Safety Standard, 29 CFR 1910.1450.
- †Identify school district Chemical Hygiene Officer to administer the Plan (mandatory).
- †Review Written Plan as needed, and update (at least annually).
- †Survey labs to identify potential chemical exposure hazards.
- †Review current Chemical Hygiene Plan standard operating procedures.
- †Evaluate chemicals against lab projects for necessary acquisition and quantities. Consider disposal of non-essential chemicals.
- †Develop and document routine chemical handling, bulk dispensing procedures, storage and disposal procedures.
- †Evaluate engineering controls (e.g. ventilation, chemical storage).
- †Train affected employees on proper Chemical Hygiene Plan methods and techniques.
- †Respond to regulatory agency correspondence, guidelines and recommendations.
- †Monitor or provide updates on regulatory changes and new developments.
- †Complete fume hood/exhaust ventilation survey. Post results on hood.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

## **District**

- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.
- †Develop and document Laboratory Safety record keeping procedures.

## **Confined Space Standard**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- †Develop and implement a Written Management Plan for Confined Spaces encompassing the new OSHA standard (M.R. 5205.1040 has been replaced with 1910.146).
- †Identify school district Contact Person(s) for Confined Spaces.
- †Review Written Plan as needed, and update (at least annually).
- †Identify Confined Space Entry hazards. Survey the facility to determine all permit and non-permit confined spaces.
- †Review current Confined Space Entry Procedures (CSEP).
- †Procure and use proper ventilation, communication, personal protective and gas testing equipment, as needed (identify this equipment as separate health and safety projects).  
Note: NWSC will make recommendation for equipment under this section; district purchases equipment.
- †Train affected employees on proper Confined Space Entry methods and techniques.
- †Develop and maintain Confined Spaces record keeping procedures.
- †Evaluate Confined Space record keeping products and procedures.
- †Respond to regulatory agency correspondence, guidelines and recommendations.
- †Monitor or provide updates on regulatory changes and new developments.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

#### **District**

- †Procure and use proper ventilation, communication, personal protective and gas testing equipment, as needed (identify this equipment as separate health and safety projects).  
Note: NWSC will make recommendation for equipment under this section; district purchases equipment.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

## **Hearing Conservation**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- †Develop and implement a Written Management Plan for Hearing Conservation 29 CFR 1910.95.
- †Identify school district Contact Person(s) for Hearing Conservation.
- †Review Written Plan as needed, and update (at least annually).
- †Identify Hearing Conservation hazards. Survey the facility to determine all noise hazards.
- †Develop, implement and monitor good Hearing Conservation practices and procedures.
- †Train affected employees on proper Hearing Conservation methods and techniques.
- †Respond to regulatory agency correspondence, guidelines and recommendations.
- †NWSC to conduct random sound mentoring.
- †Monitor or provide updates on regulatory changes and new developments.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

## **District**

- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.
- †Provide hearing protection devices to affected employees.

## **Respiratory Protection Standard**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- †Develop and implement a Written Management Plan for Respiratory Protection, encompassing OSHA 1910.134 and Federal Register (63 FR 1152, January 8, 1998).
- †This website addresses respirators further: [http://www.osha-slc.gov/SLTC/respiratory\\_advisor/oshfiles/require.html](http://www.osha-slc.gov/SLTC/respiratory_advisor/oshfiles/require.html)
- †Identify school district Contact Person(s) for Respirator Protection.
- †Review Written Plan as needed, and update (at least annually).
- †Survey, identify and document work practices that require respirator protection.
- †Evaluate and quantify when necessary the exposure potential of work practices.
- †Review current respiratory protection practices and procedures.
- †Training respirator users on the provisions of the Written Respiratory Protection Program and on the respirators they use.
- †Provide respirator fit test. District to provide pulmonary function tests for workers who wear respirators.
- †Develop, document and monitor compliance with record keeping procedures.
- †Respond to regulatory agency correspondence, guidelines and recommendations.
- †Monitor or provide updates on regulatory changes and new developments.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

#### **District**

- †Provide respirator fit test. District to provide pulmonary function tests for workers who wear respirators.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

## **Bloodborne Pathogen Standard – Exposure Control Plan**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- †Develop and implement a Bloodborne Pathogen-Exposure Control Plan encompassing OSHA standard 29 CFR 1910.1030. See also website <http://cfl.state.mn.us/BLOOD/BLOOD1.HTM>.
- †Identify school district Contact Person(s) for Bloodborne Pathogen.
- †Review Written Plan as needed, and update (at least annually).
- †Survey the facility to identify job categories in which employees may be at risk to exposure (Exposure Control Plan exposure determination). **Document this process.**
- †Provide Hepatitis B vaccinations to **eligible** employees, not all school employees.
- †Train affected employees on proper specific and universal precaution methods and techniques.
- †Determine valid exposure incidents. Record and report on "First Report of Injury" for proper insurance treatment.
- †Evaluate Bloodborne Pathogen record keeping products and procedures.
- †Respond to regulatory agency correspondence, guidelines and recommendations.
- †Monitor or provide updates on regulatory changes and new developments.

- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.  
For employees identified because they are first aid responders, ensure these individuals are provided first aid training (Red Cross training recommended).
- †Develop and implement program to provide Exposure Control Kits (e.g. gloves, masks, gowns, etc. – kits are eligible for H&S funding, but as a separate project). NWSC will develop a recommended list; district responsibility to purchase and distribute kits.
- †Pre or post-exposure evaluation is an approved expenditure under Health and Safety, to the extent of determining if a person is or is not infected, and the type of the disease(s) (e.g. HIV, HBV and HCV).

### **District**

- †Survey the facility to identify job categories in which employees may be at risk to exposure (Exposure Control Plan exposure determination). **Document this process.**
- †Determine valid exposure incidents. Record and report on "First Report of Injury" for proper insurance treatment.
- †Develop and implement program to provide Exposure Control Kits (e.g. gloves, masks, gowns, etc. – kits are eligible for H&S funding, but as a separate project). NWSC will develop a recommended list; district responsibility to purchase and distribute kits.
- †Provide Hepatitis B vaccinations to **eligible** employees, not all school employees
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.  
For employees identified because they are first aid responders, ensure these individuals are provided first aid training (Red Cross training recommended).

## **Indoor Air Quality**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- †Develop and implement a Written Management Plan for Indoor Air Quality (IAQ), encompassing the US EPA "Tools For Schools." See Attachments #99 for details.
- †Identify school district IAQ Coordinator for Indoor Air Quality.
- †Survey, identify and document situations and work practices that require Indoor Air Quality remediation.
- †Training of employees and building occupants toward optimum Indoor Air Quality.
- †Develop, document and monitor plan compliance with record keeping procedures.
- †Respond to regulatory agency correspondence, guidelines and recommendations.
- †Monitor or provide updates on regulatory changes and new developments.
- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.
- †NWSC will provide random CO, CO<sub>2</sub>, Temperature, and Relative Humidity sampling.

### **District**

- †Review program and obtain school board approval at least annually, per M.S. 123B.57 Subd. 1.

## **Integrated Pest Management (IPM)**

**Integrated Pest Management Definition:** A pest control that emphasizes using a balanced combination of tactics (cultural, mechanical, biological, chemical) to reduce pests to tolerable levels while using pesticides as a last resort to minimize health and environmental risks.

### **Responsibilities:**

#### **Northwest Service Cooperative**

- †Develop and implement a Written Management Plan for Integrated Pest Management (IOM), encompassing the US EPA and U of MN developed and sponsored materials.
- †Develop written procedures for handling, applying, storing and disposal of pesticides.
- †Establish tolerable limits of each identified pest. Determine the pest population levels that can be tolerated for aesthetic, economic and health concerns, and set action thresholds where pest populations or environmental conditions warrant remedial action.
- †Exclude identified pest from sites and buildings using maintenance practices.
- †Minimize the number of pests through improved sanitation, management of waste, addition of physical barriers, and the modification of habitats that attract or harbor pests.
- †Regularly update records of pests present, pest management techniques used, and outcomes of actions taken.

#### **District**

- †Develop written procedures for handling, applying, storing and disposal of pesticides.
- †Identify pests that need to be controlled.
- †Establish tolerable limits of each identified pest. Determine the pest population levels that can be tolerated for aesthetic, economic and health concerns, and set action thresholds where pest populations or environmental conditions warrant remedial action.
- †Design future buildings and landscape to prevent identified pests.
- †Exclude identified pest from sites and buildings using maintenance practices.
- †Minimize the number of pests through improved sanitation, management of waste, addition of physical barriers, and the modification of habitats that attract or harbor pests.
- †Control identified pests using the least toxic pesticides with the least exposure to persons as is practicable.
- †Regularly update records of pests present, pest management techniques used, and outcomes of actions taken.

Districts developing management plans should include person with expertise in pests, pesticide use and pest management techniques because of the potential threats to health by both pests and improper pesticide use. IPM does not mean banning pesticide use. However, it does mean the judicious use of pesticides combined with minimizing their use relative to the threat posed by each pest. Districts should look at all of their operations with a view toward minimizing pest populations.

The Minnesota Department of Agriculture in cooperation with IPM in k-12 Schools Working Group will develop a set of IPM fact sheets and check lists designed for Minnesota k-12 schools conduct state-wide regional workshops of school health and safety officers and/or other district personnel in lead maintenance roles.

## **Welding, Cutting or Brazing**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- †Develop written management plan.
- †Identify district contact person.
- †Talk to OSHA as there are many requirements.
- †Provide training to employees.
- †Provide district with record keeping for training and assessments.
- †Annual review
  - \*This is an important topic since many schools have welding shops and most maintenance crews do welding.

#### **District**

- †Review program and obtain school board approval at least annually, per M.S. 123B.58 Subd. 1.

## **Hoist Lift**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- †Develop and implement a written plan.
- †Identify district contact person.
- †Inventory hoists rated one ton or less and backhoes.
- †Inspect and document inspection on listed equipment initially for compliance with the regulation.
- †Ensure safety latches are provided on all hoist hooks used on hoist.
- †Provide training to employees.
- †Provide district with record keeping for training and assessments.
- †Provide annual review.

#### **District**

- †Conduct daily to monthly inspections (depending on use).
- †Ensure safety latches are provided on all hoist hooks used on hoist.

## **Forklift Safety**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- ‡Develop and implement a written plan.
- ‡Identify district contact person.
- ‡Inventory forklifts.
- ‡Identify employees who operate forklifts and provide required training.
- ‡Conduct carbon monoxide monitoring (5205.0116) in space and tailpipe emissions for non-battery operated forklifts.
- ‡Inspect forklifts and provide for all safety equipment required.

#### **District**

- ‡Conduct carbon monoxide monitoring (5205.0116) in space and tailpipe emissions for non-battery operated forklifts.
- ‡Inspect forklifts and provide for all safety equipment required.

## **Machine Guarding**

### **Responsibilities:**

#### **Northwest Service Cooperative**

- ‡Machine guarding contact person identified by name.
- ‡A written machine-guarding (shop) plan developed for each area where fixed machines are used.
- ‡Shop equipment safeguarded per Machine Shop and Guarding "Best Practices" manual. Shop equipment not safeguarded should be scheduled for proper safeguarding or replaced.
- ‡Annual training for affected employees provided and documented.
- ‡A written preventative maintenance program to maintain machine guarding in proper repair and order developed.
- ‡Power outage protection provided for all required equipment.
- ‡The CFL bid specification criteria shall be used for procurement of all future equipment.
- ‡At least one district employee shall be certified per CFL criteria for H&S funding of shop equipment.
- ‡Fixed equipment secured to prevent walking or moving.
- ‡Each shop or area should keep a log of employee and student accidents and injuries so that shop improvements can be determined. Corrective action as needed based on accident reports and near misses should be taken.
- ‡School board shall review the program annually.

#### **District**

- ‡Power outage protection provided for all required equipment.
- ‡At least one district employee shall be certified per CFL criteria for H&S funding of shop equipment.
- ‡Fixed equipment secured to prevent walking or moving.
- ‡Each shop or area should keep a log of employee and student accidents and injuries so that shop improvements can be determined. Corrective action as needed based on accident reports and near misses should be taken.



# Northwest Service Cooperative Environmental Health & Safety Service Agreement

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Date: May 13, 2026

Contract No. 115-006

The services agreement entered into between the Northwest Service Cooperative (NWSC) and Lake of the Woods Public School, dated May 13, 2026.

## PART I, Section 1

1. DURATION: This agreement shall remain in force from July 1, 2026 until June 30, 2029 (the "expiration date").

## PART II, Section 1

1. COMPENSATION: For the services covered by this Agreement, Lake of the Woods Public School shall pay NWSC an annual fee for each fiscal year period. Such compensation shall be due and payable according to the selected payment terms below:

Payment terms for the agreed to above:

Year 1: \$11910.99

Year 2: \$12268.32

Year 3: \$12575.03

Please select if you would like to participate in the Safe Schools online training program:

Yes       No

The parties hereby accept the terms of the agreement as modified.

Lake of the Woods Public School

Northwest Service Cooperative

By \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Title Executive Director

Date \_\_\_\_\_

Date \_\_\_\_\_

**Resolution 2025/2026-22**  
**RESOLUTION ACKNOWLEDGING RECEIPT AND ACCEPTING DONATION FROM**  
**American Legion Auxiliary**

**WHEREAS**, Minnesota Statutes Chapter 465.03 prescribes that all donations be acknowledged by resolution of the governing body.

**WHEREAS**, the American Legion Auxiliary donated \$50.00 to the Ticket to Read program.

**NOW THEREFORE BE IT RESOLVED BY THE LAKE OF THE WOODS SCHOOL, BOARD OF EDUCATION, AS FOLLOWS:** That the School Board hereby acknowledges the donation of \$50.00 to the Ticket to Read program.

**BE IT FURTHER RESOLVED:** That the School Board hereby accepts the donation and expresses its thanks and appreciation to the American Legion Auxiliary for the donation to the Ticket to Read program.

Adopted this 22nd day of June, 2026, by the Lake of the Woods School, Board of Education.

BY: \_\_\_\_\_  
Jerem Haack, Chair

ATTEST: \_\_\_\_\_  
Kayla Johnson, Clerk

DATE: June 22, 2026

**Resolution 2025/2026-23**

**RESOLUTION ACKNOWLEDGING RECEIPT AND ACCEPTING DONATION FROM  
Community Surrounding Lake of the Woods School**

**WHEREAS**, Minnesota Statutes Chapter 465.03 prescribes that all donations be acknowledged by resolution of the governing body.

**WHEREAS**, the community surrounding Lake of the Woods School donated over \$3,000.00 to the teacher wish lists.

**NOW THEREFORE BE IT RESOLVED BY THE LAKE OF THE WOODS SCHOOL, BOARD OF EDUCATION, AS FOLLOWS:** That the School Board hereby acknowledges the donation of over \$3,000.00 to the teacher wish lists.

**BE IT FURTHER RESOLVED:** That the School Board hereby accepts the donation and expresses its thanks and appreciation to the community surrounding Lake of the Woods School for the donation to the teacher wish lists.

Adopted this 22nd day of June, 2026, by the Lake of the Woods School, Board of Education.

BY: \_\_\_\_\_  
Jerem Haack, Chair

ATTEST: \_\_\_\_\_  
Kayla Johnson, Clerk

DATE: June 22, 2026

**Resolution 2025/2026-24**  
**RESOLUTION ACKNOWLEDGING RECEIPT AND ACCEPTING DONATION FROM**  
**Nibbe Family Foundation**

**WHEREAS**, Minnesota Statutes Chapter 465.03 prescribes that all donations be acknowledged by resolution of the governing body.

**WHEREAS**, the Nibbe Family Foundation donated \$5,000.00 to purchase an Inchy Book Machine.

**NOW THEREFORE BE IT RESOLVED BY THE LAKE OF THE WOODS SCHOOL, BOARD OF EDUCATION, AS FOLLOWS:** That the School Board hereby acknowledges the donation of \$5,000.00 to purchase an Inchy Book Machine.

**BE IT FURTHER RESOLVED:** That the School Board hereby accepts the donation and expresses its thanks and appreciation to the Nibbe Family Foundation for the donation to purchase an Inchy Book Machine.

Adopted this 22nd day of June, 2026, by the Lake of the Woods School, Board of Education.

BY: \_\_\_\_\_  
Jerem Haack, Chair

ATTEST: \_\_\_\_\_  
Kayla Johnson, Clerk

DATE: June 22, 2026

**Resolution 2025/2026-25**

**RESOLUTION ACKNOWLEDGING RECEIPT AND ACCEPTING DONATION FROM  
The AAA Booster Club & Two Community Members**

**WHEREAS**, Minnesota Statutes Chapter 465.03 prescribes that all donations be acknowledged by resolution of the governing body.

**WHEREAS**, the AAA Booster Club and two community members donated over \$1,200.00 to the STEAM Room.

**NOW THEREFORE BE IT RESOLVED BY THE LAKE OF THE WOODS SCHOOL, BOARD OF EDUCATION, AS FOLLOWS:** That the School Board hereby acknowledges the donation of over \$1,200.00 to the STEAM Room.

**BE IT FURTHER RESOLVED:** That the School Board hereby accepts the donation and expresses its thanks and appreciation to the AAA Booster Club and two community members for their donations to the STEAM Room.

Adopted this 22nd day of June, 2026, by the Lake of the Woods School, Board of Education.

BY: \_\_\_\_\_  
Jerem Haack, Chair

ATTEST: \_\_\_\_\_  
Kayla Johnson, Clerk

DATE: June 22, 2026

**Resolution 2025/2026-26**

**RESOLUTION ACKNOWLEDGING RECEIPT AND ACCEPTING DONATION FROM  
Lake of the Woods Designs & One Community Member**

**WHEREAS**, Minnesota Statutes Chapter 465.03 prescribes that all donations be acknowledged by resolution of the governing body.

**WHEREAS**, Lake of the Woods Designs and one community member donated over \$200.00 to The CLAWset.

**NOW THEREFORE BE IT RESOLVED BY THE LAKE OF THE WOODS SCHOOL, BOARD OF EDUCATION, AS FOLLOWS:** That the School Board hereby acknowledges the donation of over \$200.00 to The CLAWset.

**BE IT FURTHER RESOLVED:** That the School Board hereby accepts the donation and expresses its thanks and appreciation to Lake of the Woods Designs and one community member for their donations to The CLAWset.

Adopted this 22nd day of June, 2026, by the Lake of the Woods School, Board of Education.

BY: \_\_\_\_\_  
Jerem Haack, Chair

ATTEST: \_\_\_\_\_  
Kayla Johnson, Clerk

DATE: June 22, 2026

**Resolution 2025/2026-27**

**RESOLUTION ACKNOWLEDGING RECEIPT AND ACCEPTING DONATION FROM  
Bethlehem Lutheran LWML, Salvation Army, and the Women of Today**

**WHEREAS**, Minnesota Statutes Chapter 465.03 prescribes that all donations be acknowledged by resolution of the governing body.

**WHEREAS**, the Bethlehem Lutheran LWML, Salvation Army, and the Women of Today donated over \$6,750.00 to the health office.

**NOW THEREFORE BE IT RESOLVED BY THE LAKE OF THE WOODS SCHOOL, BOARD OF EDUCATION, AS FOLLOWS:** That the School Board hereby acknowledges the donation of over \$6,750.00 to the health office.

**BE IT FURTHER RESOLVED:** That the School Board hereby accepts the donation and expresses its thanks and appreciation to the Bethlehem Lutheran LWML, Salvation Army, and the Women of Today for their donations to the health office.

Adopted this 22nd day of June, 2026, by the Lake of the Woods School, Board of Education.

BY: \_\_\_\_\_  
Jerem Haack, Chair

ATTEST: \_\_\_\_\_  
Kayla Johnson, Clerk

DATE: June 22, 2026



**2026-2027 RESOLUTION FOR MEMBERSHIP  
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE  
Membership Renewal Form**

**This form must be completed once for each school in the district.**

**Must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2026. Retain one copy for the school files.**

Lake of the woods H.S.

**RESOLVED**, that the Governing Board or Entity of \_\_\_\_\_ (Name of School) located in the State of Minnesota delegates the control, supervision and regulation of interscholastic activities and athletics (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

**FURTHER RESOLVED**, that the school listed is authorized by this, the Governing Board of said school district or school to renew its membership in the Minnesota State High School League; and to participate in the approved interscholastic activities and athletics sponsored by said League and its various subdivisions.

**FURTHER RESOLVED**, that this Governing Board or Entity hereby adopts the Constitution, Bylaws, Policies, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or school, or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities and athletics. Further, the administration and responsibility for determining student eligibility and for the supervision of such activities and athletics are assigned to the official representatives identified by this Governing Board or Entity.

***Signing this Resolution for Membership affirms that this Governing Board has reviewed all required membership materials provided by the League which defines the purpose and value of education-based activity and athletic and programs and defines each member school's responsibilities.***

*Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Student Code of Responsibilities (Bylaw 206.2) violations for students participating in activity and athletic programs by member schools.*

The above Resolution was adopted by the Governing Board or Entity of this school or district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

**The following is taken from the MSHSL Constitution:**

**208.00 LOCAL CONTROL**

**208.01 Designated School Representatives**

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote.

**One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.**

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

**208.02 Designated Activity Representatives**

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

**208.03 Local Advisory Committee**

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

Lake of the woods H.S.

Name of School (Please Print)

**208.01 VOTE ON BEHALF OF THE HIGH SCHOOL**

Jerem Haack

Samantha Lyon

(Designated School Board Member – please print)

(Designated School Representative – please print)

jerem\_haack@lakeofthewoodsschool.org

samantha\_ly@lakeofthewoodsschool.org

Email Address

Email Address

**208.02 ACTIVITY REPRESENTATIVES**

Bryan Sathre

Andreana Nylander

(Boys Sports – please print)

(Girls Sports – please print)

Samantha Lyon

Elizabeth Tange

(Speech – please print)

(Music – please print)

**208.03 LOCAL ADVISORY COMMITTEE MEMBERS**

Jerem Haack

Sophia Block

(Board Member—please print)

(Student—please print)

Jenny Johnson

Rylan Henrickson

(Parent—please print)

(Faculty Member—please print)

Samantha Lyon

(Mailing Representative—please print)

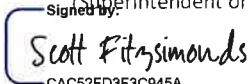
The Mailing Representative is the person to whom mailings go. This is usually the Activity Director.

scott Fitzsimonds

Print Name: \_\_\_\_\_  
(Clerk/Secretary - Local Governing Board)

Print Name: \_\_\_\_\_  
(Superintendent or Head of School)

Signed: \_\_\_\_\_  
(Clerk/Secretary - Local Governing Board)

Signed:  \_\_\_\_\_  
(Superintendent or Head of School)

Date: \_\_\_\_\_

Date: 5/18/2026

# Authorization to Bind

After careful review of your proposal, we accept the insurance program as outlined, subject to the following changes:

**Policy Options:**

Yes	No	Description
Yes	No	Bind at the Premium of \$142,799.24– No Options Selected
<input checked="" type="radio"/>	No	Bind at the Premium of \$143,535.98 – with the Option to Add \$1M defense costs outside the limit to cyber
Yes	No	Bind at the Premium of \$145,771.94 – with the Option to Increase the Cyber limit from \$1 Million to \$2 Million with \$1 Million in defense costs outside the limit

NOTE: Policy options may result in changes to premiums

**Authorized signature:** Scott Fitzsimonds  
**Title/position:** Superintendent  
**Date:** 6/22/26

It is understood this proposal provides only a summary of the policies and that the policies are the sole source for coverage, conditions and exclusions.

Lake of the Woods ISD #390  
PO Box 310  
Baudette, MN 56623

Effective Date: 07/01/2026  
Expiration Date: 07/01/2027

**American Family Home Insurance Company**  
**STATEMENT OF VALUES**

Location	Building	Address	Real Property	Personal Property
1 - 1	K-12 School	236 15th Ave SW, Baudette, MN 56623	\$68,950,000	\$3,681,426
1 - 2	Swim Pool Addition	236 15th Ave SW, Baudette, MN 56623	\$7,875,000	\$150,525
1 - 3	Backup Generator	236 15th Ave SW, Baudette, MN 56623	\$494,428	
1 - 4	New Bus Garage	236 15th Ave SW, Baudette, MN 56623	\$6,137,287	\$121,518
1 - 6	Lift Station & Fencing	236 15th Ave SW, Baudette, MN 56623	\$103,232	
1 - 7	Property in Open	236 15th Ave SW, Baudette, MN 56623	\$1,016,768	
			<b>\$84,576,715</b>	<b>\$3,953,469</b>
<b>* Not Included In Blanket</b>			<b>Blanket @100%</b>	<b>\$88,530,184</b>

*Please sign and date the form*

\_\_\_\_\_  
Authorized Officer

\_\_\_\_\_  
Date

↑  
Sign Here

# Daycare Lease Agreement

THIS AGREEMENT, made on June 22, 2026 by and between Independent School District #390, hereinafter called the "LESSOR", and Jenica Mercil, hereinafter called the "TENANT".

## IT IS MUTUALLY AGREED AS FOLLOWS:

1. That the said LESSOR, in consideration of this lease agreement, hereinafter mentioned, do hereby lease and let the said TENANT use for day care practices and services. The room that is leased is described as room F136, located at 236 15<sup>th</sup> Ave SW, Baudette, MN. 56623.
2. That the said TENANT shall pay the said LESSOR AS RENTAL, the sum of \$175.00 per month, said rent to be paid as per the terms of this lease. The rental space will include the area identified above. Tenants will also have access to common areas such as commons and restrooms. This lease covers the period of July 1, 2026 through June 30, 2027. All rental payments shall be paid by the 25<sup>th</sup> of the month to the LESSOR's business office located at 236 15<sup>th</sup> Ave SW, PO Box 310, Baudette, MN 56623.
3. That TENANT hereby agrees with the LESSOR that they will pay the rent herein at the times, in the amount and in the matter specified. Rental shall include heat, lights, internet access, building maintenance repair. That the LESSOR will bill the TENANT for any additional cleaning at the rate of \$25.00 per hour and that the TENANT shall pay the LESSOR for any intentional or excessive damage due to the negligence of any of its occupants.
4. Tenants electing to use laundry equipment will be charged an additional \$15.00 per month per month to cover energy usage, wear and tear on equipment, and an additional \$5.00 for soap that will be provided by the LESSOR.
  - Yes, I elect to use Lessor's laundry facilities for \$15.00/month
  - Yes, I elect to use Lessor's laundry soap for \$5.00/month
  - ~~No, I will not be using the Lessor's laundry facilities or soap~~
5. That the said TENANT FAIL TO MAKE MENTIONED PAYMENTS as herein specified, or to pay the rent when due or to fulfill any of the covenants herein contained, then and in that case it shall be lawful for the said LESSOR to re-enter and take possession passion of the said rented premises, and to hold and enjoy the same without such re-entering working of a forfeiture of the rents to be paid and the covenants to be performed by the TENANT for the full term of the lease.
6. TENANT shall be liable for, and TENANT agree to indemnify LESSOR, hold LESSOR harmless and defend LESSOR from, any damage to property or injury to persons due to any act of negligence of TENANT, its agents, employees, contractors, invitees or anyone acting under TENANT's direction or control, arising out of the use of or presence on the Premises. Any defense provided by the TENANT on behalf of LESSOR pursuant to this paragraph shall be made using attorneys and other professionals selected by the LESSOR in its sole discretion.

7. TENANT may use the said Premises for and in connection with the operations of child care services and for no other purpose without the prior written consent of LESSOR. TENANT agrees that it will keep the Premises in good condition, reasonable wear and tear expected, and will do nothing at the Premises that will increase the rate of insurance or overload the floors or permit any use that will amount to or create a nuisance.
8. The TENANT agrees to be closed on those days when custodial services are not available on the following holidays: Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Day, Presidents Day, Good Friday, Easter Monday, Memorial Day and Juneteenth.
9. Excluding late starts and early-release days, the TENANT agrees to follow the school closure policy and will be closed on those days that the school is closed due to inclement weather, emergency situations, or other extenuating circumstances.
10. The TENANT will not sublet or assign this lease or any part thereof, without the written consent of the LESSOR.
11. TENANT will provide written proof of insurance with the LESSOR being listed as an "Additional Insured" on a "Primary Non-Contributory Basis" under the TENANT's General Liability insurance policy and a certificate of insurance document will be provided to the district with the holder on the certificate of insurance being: Lake of the Woods ISD 390, PO Box 310, Baudette, MN 56623.
12. That, notwithstanding anything herein which may appear to the contrary, TENANT may terminate this lease and vacate the Premises by giving the LESSOR 30 days prior written notice of the TENANT's intention to vacate Premises and terminate lease; and likewise, the LESSOR may terminate this lease and remove TENANT from the Premises by giving TENANT 30 days written notice of LESSOR's intent to terminate lease and remove TENANT from Premises.
13. This Agreement shall continue on a year to year basis after the initial term until terminated by either party.

IN TESTIMONY WHEREOF, both parties have hereto set their hands and seals as of the day and year acknowledged.

LESSOR

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

TENANTS

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Daycare Lease Agreement

THIS AGREEMENT, made on June 22, 2026 by and between Independent School District #390, hereinafter called the "LESSOR", and Trina Walton, hereinafter called the "TENANT".

## IT IS MUTUALLY AGREED AS FOLLOWS:

1. That the said LESSOR, in consideration of this lease agreement, hereinafter mentioned, do hereby lease and let the said TENANT use for day care practices and services. The room that is leased is described as room A135, located at 236 15<sup>th</sup> Ave SW, Baudette, MN. 56623.
2. That the said TENANT shall pay the said LESSOR AS RENTAL, the sum of \$175.00 per month, said rent to be paid as per the terms of this lease. The rental space will include the area identified above. Tenants will also have access to common areas such as commons and restrooms. This lease covers the period of July 1, 2026 through June 30, 2027. All rental payments shall be paid by the 25<sup>th</sup> of the month to the LESSOR's business office located at 236 15<sup>th</sup> Ave SW, PO Box 310, Baudette, MN 56623.
3. That TENANT hereby agrees with the LESSOR that they will pay the rent herein at the times, in the amount and in the matter specified. Rental shall include heat, lights, internet access, building maintenance repair. That the LESSOR will bill the TENANT for any additional cleaning at the rate of \$25.00 per hour and that the TENANT shall pay the LESSOR for any intentional or excessive damage due to the negligence of any of its occupants.
4. Tenants electing to use laundry equipment will be charged an additional \$15.00 per month per month to cover energy usage, wear and tear on equipment, and an additional \$5.00 for soap that will be provided by the LESSOR.
  - Yes, I elect to use Lessor's laundry facilities for \$15.00/month
  - Yes, I elect to use Lessor's laundry soap for \$5.00/month
  - No, I will not be using the Lessor's laundry facilities or soap
5. That the said TENANT FAIL TO MAKE MENTIONED PAYMENTS as herein specified, or to pay the rent when due or to fulfill any of the covenants herein contained, then and in that case it shall be lawful for the said LESSOR to re-enter and take possession passion of the said rented premises, and to hold and enjoy the same without such re-entering working of a forfeiture of the rents to be paid and the covenants to be performed by the TENANT for the full term of the lease.
6. TENANT shall be liable for, and TENANT agree to indemnify LESSOR, hold LESSOR harmless and defend LESSOR from, any damage to property or injury to persons due to any act of negligence of TENANT, its agents, employees, contractors, invitees or anyone acting under TENANT's direction or control, arising out of the use of or presence on the Premises. Any defense provided by the TENANT on behalf of LESSOR pursuant to this paragraph shall be made using attorneys and other professionals selected by the LESSOR in its sole discretion.

7. TENANT may use the said Premises for and in connection with the operations of child care services and for no other purpose without the prior written consent of LESSOR. TENANT agrees that it will keep the Premises in good condition, reasonable wear and tear expected, and will do nothing at the Premises that will increase the rate of insurance or overload the floors or permit any use that will amount to or create a nuisance.
8. The TENANT agrees to be closed on those days when custodial services are not available on the following holidays: Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Day, Presidents Day, Good Friday, Easter Monday, Memorial Day and Juneteenth.
9. Excluding late starts and early-release days, the TENANT agrees to follow the school closure policy and will be closed on those days that the school is closed due to inclement weather, emergency situations, or other extenuating circumstances.
10. The TENANT will not sublet or assign this lease or any part thereof, without the written consent of the LESSOR.
11. TENANT will provide written proof of insurance with the LESSOR being listed as an "Additional Insured" on a "Primary Non-Contributory Basis" under the TENANT's General Liability insurance policy and a certificate of insurance document will be provided to the district with the holder on the certificate of insurance being: Lake of the Woods ISD 390, PO Box 310, Baudette, MN 56623.
12. That, notwithstanding anything herein which may appear to the contrary, TENANT may terminate this lease and vacate the Premises by giving the LESSOR 30 days prior written notice of the TENANT's intention to vacate Premises and terminate lease; and likewise, the LESSOR may terminate this lease and remove TENANT from the Premises by giving TENANT 30 days written notice of LESSOR's intent to terminate lease and remove TENANT from Premises.
13. This Agreement shall continue on a year to year basis after the initial term until terminated by either party.

IN TESTIMONY WHEREOF, both parties have hereto set their hands and seals as of the day and year acknowledged.

LESSOR

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

TENANTS

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date