



STATE OF MINNESOTA

MINNESOTA STATE COLLEGES AND UNIVERSITIES

POSTSECONDARY ENROLLMENT OPTIONS (PSEO)

This contract is by and between Northome Secondary ISD 363, located at 11731 Highway 1, Northome, MN 56661 (hereinafter "SCHOOL DISTRICT") and the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Alexandria Technical & Community College (hereinafter "COLLEGE/UNIVERSITY"). This contract does not apply to concurrent enrollment courses.

WHEREAS, the SCHOOL DISTRICT has a need for a specific service provided by COLLEGE/UNIVERSITY in accordance with Minnesota Statutes §124D.09 and Minnesota State Board Policy 3.5 and System Procedure 3.5.1; and applicable COLLEGE/UNIVERSITY policies.

WHEREAS, the COLLEGE/UNIVERSITY, is empowered to enter into contracts pursuant to Minnesota Statutes, Chapter 136F;

NOW, THEREFORE, it is agreed:

1. DUTIES OF SCHOOL DISTRICT. The SCHOOL DISTRICT agrees to provide the following:
 - a. Perform all duties as required by the Postsecondary Enrollment Options Act (M.S. 124D.09) (<https://www.revisor.mn.gov/statutes/cite/124D.09>) and Minnesota State Board Policy 3.5 (<https://www.minnstate.edu/board/policy/305.html>) and System Procedure 3.5.1 (<https://www.minnstate.edu/board/procedure/305p1.html>)
2. DUTIES OF COLLEGE/UNIVERSITY. COLLEGE/UNIVERSITY agrees to provide the following:
 - a. Perform all duties as required by the Postsecondary Enrollment Options Act (M.S. 124D.09) (<https://www.revisor.mn.gov/statutes/cite/124D.09>) and Minnesota State Board Policy 3.5 (<https://www.minnstate.edu/board/policy/305.html>) and System Procedure 3.5.1 (<https://www.minnstate.edu/board/procedure/305p1.html>)

3. DUTIES OF COLLEGE/UNIVERSITY and SCHOOL DISTRICT. Both the SCHOOL DISTRICT and the COLLEGE/UNIVERSITY agree to:

- a. Perform all duties as required by the Postsecondary Enrollment Options Act (M.S. 124D.09) (<https://www.revisor.mn.gov/statutes/cite/124D.09>) and Minnesota State Board Policy 3.5 (<https://www.minnstate.edu/board/policy/305.html>) and System Procedure 3.5.1 (<https://www.minnstate.edu/board/procedure/305p1.html>); and all other duties as stipulated in Attachment A.

4. CONSIDERATION AND TERMS OF PAYMENT.

- a. Consideration for all services performed by the COLLEGE/UNIVERSITY pursuant to this contract shall be paid by the SCHOOL DISTRICT limited to the courses listed in Attachment B as follows:
 - i. The SCHOOL DISTRICT will be invoiced by the COLLEGE/UNIVERSITY at the respective academic year rate for tuition, fees, and textbook rental per credit hour per student as follows.

| Academic Year | Rate |
|---------------|----------|
| 2025-2026 | \$248.37 |

- ii. Additional fees required for students to complete course(s) shall be negotiated between the two parties and described here.
- iii. Other non-required costs related to course specific software and tools are the responsibility of the student and described here.

5. TERMS OF PAYMENT. Payments shall be made by the SCHOOL DISTRICT as follows:

- a. Invoices will be sent by the COLLEGE/UNIVERSITY to the SCHOOL DISTRICT after the 15th day of the fall and spring semester start.
- b. Payments to the COLLEGE/UNIVERSITY by the SCHOOL DISTRICT for the tuition/fees/textbooks charge for each semester will be made within twenty (20) days of the SCHOOL DISTRICT receiving the invoice.

6. TERM OF CONTRACT. This contract shall be effective on August 1, 2025, or upon the date that the final required signature is obtained by the COLLEGE/UNIVERSITY, whichever occurs later, and shall remain in effect until May 13, 2026, or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first. The COLLEGE/UNIVERSITY understands that NO work should begin under this contract until ALL required signatures have been obtained, and the COLLEGE/UNIVERSITY is notified to begin work by the SCHOOL DISTRICT's Authorized Representative.

This agreement is effective for the 2025-2026 Academic Year(s).

7. CANCELLATION. This contract may be canceled by the COLLEGE/UNIVERSITY or the SCHOOL DISTRICT at any time, with or without cause, upon thirty (30) days' written notice to the other party. Termination by the SCHOOL DISTRICT shall not become effective with respect to students then participating in the program. In the event of such a cancellation, the COLLEGE/UNIVERSITY shall be entitled to payment, determined on a pro rata basis, for work or services satisfactorily performed.
8. AUTHORIZED REPRESENTATIVES.
- a. COLLEGE/UNIVERSITY'S AUTHORIZED REPRESENTATIVE. The COLLEGE'S Authorized Representative for the purposes of administration of this contract is:
- Name: Karla Seymour, or their successor
- Title: Director of K-12 Initiatives
- Address: 1601 Jefferson St., Alexandria, MN 56308
- Telephone: 1-320-762-4545
- E-Mail: pseo@alextech.edu
- b. SCHOOL DISTRICT'S AUTHORIZED REPRESENTATIVE. The SCHOOL DISTRICT'S Authorized Representative for the purposes of administration of this contract is:
- Name and title: MacKenzie Lehn, or their successor
- Title: Principal
- Address: 11731 Highway 1, Northome, MN 56661
- E-Mail: mlehn@northome.k12.mn.us
- The SCHOOL DISTRICT'S Authorized Representative shall have final authority for acceptance of the COLLEGE/UNIVERSITY services and, if such services are accepted as satisfactory, shall so certify on each invoice submitted pursuant to Clause 5, paragraph b.
9. ASSIGNMENT. The SCHOOL DISTRICT shall neither assign nor transfer any rights or obligations under this contract without the prior written consent of the COLLEGE/UNIVERSITY.
10. LIABILITY. Each party will be responsible for its own acts and behavior and the results thereof. The COLLEGE/UNIVERSITY and the SCHOOL DISTRICT's liability is governed by the Minnesota Tort Claims, Act, Minn. Stat. § 3.736, and other applicable laws.
11. AMERICANS WITH DISABILITIES ACT COMPLIANCE (hereinafter "ADA"). The SCHOOL DISTRICT is responsible for complying with the ADA Act, 42 U. S. C. 12101, et seq. and regulations promulgated pursuant to it for educational services it provides to its students. The COLLEGE/UNIVERSITY will inform students of support services available at COLLEGE/UNIVERSITY but IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

12. AMENDMENTS. Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract or their successors in office.
13. GOVERNMENT DATA PRACTICES ACT. Both parties must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by either party in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by either party in accordance with this contract. The civil remedies of Minnesota Statutes Section 13.08 apply to the release of the data referred to in this Article by either the SCHOOL DISTRICT or the COLLEGE/UNIVERSITY. In the event either party receives a request to release the data referred to in this Article, the receiving party must immediately notify the other and receive instructions from the other party concerning the release of the data to the requesting party before the data is released.
14. JURISDICTION AND VENUE. This contract shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this contract, or the breach thereof, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.
15. AUDITS. The books, records, documents, and accounting procedures and practices of either party relevant to this contract shall be subject to examination by the contracting department and the Legislative Auditor for the COLLEGE/UNIVERSITY and the State Auditor for the SCHOOL DISTRICT.
16. FORCE MAJEURE. No party to this Contract shall be responsible for any delays or failure to perform any obligation under this Contract due to acts of God, strikes or other disturbances, including, without limitation, war, insurrection, embargoes, governmental restrictions, acts of governments or governmental authorities, and any other cause beyond the control of such party. During an event of force majeure, the parties' duty to perform obligations shall be suspended.
17. OTHER PROVISIONS. (Attach additional page(s) if necessary): NONE

The remainder of this page intentionally left blank.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

APPROVED:

1. SCHOOL DISTRICT:

School District certifies that the appropriate person(s) have executed the contract on behalf of the School District as required by applicable articles, by-laws, resolutions, or ordinances.

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|---|
| By (authorized signature) <u>MacKenzie Lehn</u> <small>MacKenzie Lehn (Dec 31, 2025 09:37:33 CST)</small> |
| Title Principal |
| Printed Name MacKenzie Lehn |
| Date 12/31/2025 |

**2. MINNESOTA STATE COLLEGES AND UNIVERSITIES
ALEXANDRIA TECHNICAL & COMMUNITY COLLEGE**

| |
|---|
| By (authorized college/university initiating agreement) <u>Karla K. Seymour</u> <small>Karla K. Seymour (Dec 31, 2025 10:00:00 CST)</small> |
| Title Director of Advising & K12 Partnerships |
| Printed Name Karla K. Seymour |
| Date 12/31/2025 |

3. MINNESOTA STATE COLLEGES AND UNIVERSITIES

AS TO FORM AND EXECUTION:

| |
|---|
| By (authorized college/university initiating agreement) <u>Sara Fier</u> <small>Sara Fier (Dec 31, 2025 13:07:19 CST)</small> |
| Title VPASA |
| Printed Name Sara Fier |
| Date 12/31/2025 |












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Final Audit Report


2025-12-31


| | |
|-----------------|---|
| Created: | 2025-12-29 |
| By: | SO Procurement (procurement@minnstate.edu) |
| Status: | Signed |
| Transaction ID: | CBJCHBCAABAAAdCNnHQB25YG0slSey8jylUwqjWTmlfIZ |

"ATCC-PSEO-2026-Northome.pdf" History

-  Document created by SO Procurement (procurement@minnstate.edu)
2025-12-29 - 10:03:23 PM GMT
-  Document emailed to mlehn@northome.k12.mn.us for signature
2025-12-29 - 10:06:32 PM GMT
-  Email viewed by mlehn@northome.k12.mn.us
2025-12-31 - 3:36:38 PM GMT
-  Signer mlehn@northome.k12.mn.us entered name at signing as MacKenzie Lehn
2025-12-31 - 3:37:31 PM GMT
-  Document e-signed by MacKenzie Lehn (mlehn@northome.k12.mn.us)
Signature Date: 2025-12-31 - 3:37:33 PM GMT - Time Source: server
-  Document emailed to pseo@alextech.edu for signature
2025-12-31 - 3:37:34 PM GMT
-  Email viewed by pseo@alextech.edu
2025-12-31 - 3:59:01 PM GMT
-  Signer pseo@alextech.edu entered name at signing as Karla K. Seymour
2025-12-31 - 3:59:58 PM GMT
-  Document e-signed by Karla K. Seymour (pseo@alextech.edu)
Signature Date: 2025-12-31 - 4:00:00 PM GMT - Time Source: server
-  Document emailed to sara.fier@alextech.edu for signature
2025-12-31 - 4:00:02 PM GMT
-  Email viewed by sara.fier@alextech.edu
2025-12-31 - 7:06:26 PM GMT

 Signer sara.fier@alextech.edu entered name at signing as Sara Fier
2025-12-31 - 7:07:17 PM GMT

 Document e-signed by Sara Fier (sara.fier@alextech.edu)
Signature Date: 2025-12-31 - 7:07:19 PM GMT - Time Source: server

 Agreement completed.
2025-12-31 - 7:07:19 PM GMT