

**Regular School Board Meeting  
Monday, March 23, 2026, 6:30 PM  
Pipestone Area Schools  
Conference Room 1148 MS/HS  
1401 7th St SW  
Pipestone, MN 56164**

**AGENDA**

|   |            |
|---|------------|
| <b>1. Call to Order</b>   |            |
| <b>2. Pledge of Allegiance</b>  |            |
| <b>3. Approval of Agenda</b>  |            |
| <b>1. Additions</b>   |            |
| <b>1. Dr. Ploeger, Request for Overnight Trip</b>   |            |
| <b>2. Approve July 1, 2026 - June 30, 2028 Contract for Lisa Pease, Coordinator of Curriculum, Teaching and Learning</b>  |            |
| <b>4. Public Forum</b>  |            |
| <b>5. Presentation</b>  |            |
| <b>1. Robert Faber, Trapshooting</b>  |            |
| <b>2. Dr. Ploeger, Request for Overnight Trip</b>   | <b>3</b>   |
| <b>6. Consent Agenda</b>  |            |
| <b>1. Approve Minutes of the February 23, 2026 Regular School Board Meeting</b>   | <b>9</b>   |
| <b>2. Personnel Report: Action Required</b>   | <b>13</b>  |
| <b>7. Financials</b>  |            |
| <b>1. Review of Budget Year-to-Date</b>   | <b>14</b>  |
| <b>2. Approve Treasurer's Report</b>  | <b>15</b>  |
| <b>3. Approve 2023A Bonds Treasurer's Report</b>  | <b>16</b>  |
| <b>4. Approve Regular Bills</b>   | <b>17</b>  |
| <b>5. Approve High School Activity Bills</b>  | <b>39</b>  |
| <b>8. Board Forum/Information</b>   |            |
| <b>1. Board Reports and Updates</b>   |            |
| <b>9. Administrator's Report</b>  |            |
| <b>1. Superintendent's Board Report and Enrollment</b>  | <b>41</b>  |
| <b>2. Principal's Board Report (Mrs. Ortman, Mrs. Moravetz)</b>   | <b>51</b>  |
| <b>3. Curriculum, Teaching, and Learning Board Report</b>   | <b>53</b>  |
| <b>10. Board Action</b>   |            |
| <b>1. State FFA Convention Request</b>  | <b>54</b>  |
| <b>2. Resolution Accepting Donations</b>  | <b>55</b>  |
| <b>3. Recommendation for Seniors Last Day of School</b>   |            |
| <b>4. Approve Policies 306, 410, 502, 503, 510, 511, 515, 526, 530, 606, 712, 722, 901, 902, and 903</b>                  | <b>57</b>  |
| <b>5. Approve Policies 614 and 615</b>  | <b>137</b> |
| <b>6. Set April 9 at 5:15 PM for a Work Session Meeting</b>   |            |
| <b>7. Budget Parameters</b>   |            |
| <b>8. Approve the 2026-2027 and 2027-2028 School Calendars</b>  | <b>153</b> |
| <b>9. Non-Renewal of a Probationary Teacher</b>   |            |
| <b>10. MOU with Leonard Burzynski Regarding Vacation</b>  |            |
| <b>11. Approve 26-27 Contracts with SWWC Service Cooperative</b>  | <b>161</b> |
| <b>12. Approve Contract with Business Manager, Jacque Kennedy for July 1, 2026 - June 30, 2029</b>                        |            |
| <b>13. Approve Principals Contracts for July 1, 2026 to June 30, 2028</b>   |            |
| <b>14. Approve July 1, 2026 - June 30, 2028 Contract for Lisa Pease, Coordinator of Curriculum, Teaching and Learning</b> |            |

## 11. Adjourn

**Request for Overnight Trip to the 250th Independence Day Parade - Chicago, Illinois**

*Pipestone Area Arrow Marching Band  
42 participating students.  
6 chaperones, plus the band director.*

**Trip Details:** The Marching Arrows will travel to Chicago, IL to participate in the 250th Independence Day Parade on July 4, 2026. The parade celebrates the 250th anniversary of the founding of the United States of America and will be viewed in person by over 20,000 people and televised to millions. The students will travel on a charter bus, and will participate in other activities while they travel to and from Chicago, IL. These activities include: Millennium Park, a photo op at "The Bean," The Museum of Science and Industry, the Chicago Symphony Orchestra, 360 Chicago, and Gino's Pizza.

The total cost per student to attend this trip is approximately \$1,400. The Pipestone Band Parent Association has committed to reducing the cost, per student, by \$400. Currently, the price we are asking students to pay is \$1,000. Students have past and future opportunities to fundraise this amount, or pay out of pocket. 3

**Request:** We are requesting permission for the band to attend this overnight trip from July 2nd through July 5th, 2026. We are also requesting permission to use the school marching band uniforms, necessary school instruments, and use of the school's likeness at this event. There will be no financial cost to the district.

Included in this trip price are all meals, hotels, and admission costs.


Trips such as this one serve the school and community by providing visibility across the country. They are also an important recruitment tool for our band program. In the past, the Pipestone Marching Arrows have participated in the Macy's Thanksgiving Day Parade, The Tournament of Roses in Pasadena, CA, The Inauguration Parade in Washington, D.C., The World's Fair in New York City, Disney World in Orlando, FL, The Portland Rose Festival Parade and numerous other high profile events.

Thank you for your support of our PAS band program,




2/17/2026

Dr. Zachary Ploeger  
Director of Bands  
Pipestone Area Schools

  
\_\_\_\_\_  
Principal

2/26/26  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Superintendent

2-26-28  
\_\_\_\_\_  
Date

Presenting your custom designed proposal:

# Pipestone Arrow Marching Band

of

Pipestone, Minnesota

Mr. Zachary Ploeger, Director of Bands

Your proposed trip is to:

**CHICAGO, IL (4-DAY)**

Including these trip highlights:

4th of July Parade

Chicago Symphony Orchestra

Museum of Science and Industry

The Field Museum Performance

Proposed trip date:

July 2 - 5, 2026

Presented by:

Libby Gephart

Design Specialist

[libby.gephart@musictravel.com](mailto:libby.gephart@musictravel.com)





## Pipestone Arrow Marching Band

Pipestone, MN

July 2 - 5, 2026

Thursday, July 02

Travel/Chicago Sights

### MTC Online

Eliminate stress and headaches from your school or music booster organization, and pass the liability to MTC. Your travelers may easily sign-up and pay for their children's trips online, directly to MTC, 24/7. No more dreaded collection phone calls about past due payments! Just watch the excitement when you announce your group's next trip. Save time, energy and trees, all with MTC Online!

### The TripAccount App

Introducing: The TripAccount App! At no additional charge, Teachers, Staff, Chaperones and Students may use the information-packed, versatile TripAccount app before and during their trip. Features include the itinerary, traveler location, interactive attendance taking, rapid communication between teachers, chaperones, and students, and trip feed. We're constantly updating our app, bringing more and more features online.

### MTC Tour Director

Most companies will send you out on the road alone or, at best, provide you with a guide who might meet you at your destination. Instead of troubling you to manage the logistics, Music Travel Consultants will provide a personable, experienced Tour Director, empowered to fix problems on the spot. This professional Tour Director will manage the many facets of a successful trip, including confirmations, deadlines, routing, and other logistical pieces and will join you at your point of departure and be by your side until the group is safely home. Leave the travel to us and enjoy being a teacher!

### Gift Link

Request safe and secure contributions to assist in covering the cost of your trip.

Gift Link allows you to efficiently contact family and friends that are invested in your educational journey. Our simple, automated process of sending an email describing your upcoming adventure allows your biggest supporters a quick and easy way to provide you with the gift of travel.

### Optional CFAR Travel Insurance

We are proud to partner with CF Travel Insured International to provide optional CFAR Travel Insurance to each of our customers. Pricing for this coverage is banded by overall package price and will allow the traveler to cancel up to 48 hours prior to departure and still receive a significant refund (75%-100%, based on reason for cancellation) through a claims process with the carrier. The cost of this insurance is in addition to the MTC package presented herein and is an opt-in product - travelers must register for and make payment of their premium directly with CF Travel Insured International. Due to insurance regulations, we are unable to include this product for all travelers as part of our package cost, but strongly recommend the purchase of travel insurance to all of our travelers.

Travelers are eligible to purchase this product so long as they have not paid their trip in-full or requested cancellation of their trip. Once either of these conditions are met, they are no longer eligible to purchase coverage.

If electing coverage, travelers must register for their plan and purchase the Optional Cancel for Any Reason Benefit and Pre-Existing Medical Condition Exclusion Waiver within 14 days of deposit.

All questions regarding plan specifics (benefits, coverages, inclusion<sup>5</sup>, exclusions, pre-existing conditions, etc.) should be directed to the carrier by e-mail at [groups@travelinsured.com](mailto:groups@travelinsured.com) or by phone at (844) 440-8113.

### Traveler Meetings

#### Kick-off Meeting

Prior to the deposit due date, an MTC representative will host a kick-off meeting at the school to introduce the trip itinerary and the TripAccount online system to all potential travelers.

#### Departure Briefing

Prior to the trip departure an MTC representative will host a departure briefing at the school to discuss important final details with all registered travelers.

\*Alternatively, all meetings can be presented virtually via Zoom, if preferred.

#### \*Motorcoach Contracting\*

\*Note: Trip includes quoted rate for 1 motor coach to be with the group through the duration of the trip. The quote is valid until July 10, 2025. The motorcoach reservation will be confirmed upon receipt of a signed Letter of Intent.

#### Meet at the School

Meet for attendance at the designated location at the school. Your Music Travel Consultants Tour Director will meet you at the school. Eat breakfast before you arrive at school or bring a sack breakfast to eat along the way.

#### Load the Motorcoach

Board the motorcoach with everything you will need for the trip. You may also bring a blanket and pillow for comfort.

#### Depart for Chicago

Depart for the journey by motorcoach. Several rest stops will be made along the way. Get some rest for the busy days ahead.

#### Lunch en Route (\$15)

Funds (\$15) will be added to your Jassby card towards the purchase of a quick-service lunch en route. You may check your current available balance at any time by scanning the QR code on the back of the card. Purchases larger than your current available balance will be declined and may need to be split by the merchant, if possible.

Welcome to Chicago!

Chicago is known for its stunning architecture, vibrant arts scene, and deep cultural heritage. Located on the shores of Lake Michigan, it is home to iconic landmarks like the Willis Tower, Millennium Park, and the Art Institute of Chicago. The city also boasts a rich history in music, particularly jazz and blues, and is famous for its diverse food scene, including its deep-dish pizza.

**\*Time of arrival is tentative\***

Dinner at Navy Pier (\$25)

Using your preloaded Jassby card, purchase dinner at Navy Pier.

A Chicago landmark since 1916, this 50-acre world-class recreation center reopened in 1995. Its beautiful lakeside setting is a sight in itself! Restaurants, shops, a musical carousel, a giant Ferris wheel, and a variety of entertainment make Navy Pier the place to be!

Meet for Attendance

Meet for attendance at the designated location.

Depart for Millennium Park

Depart for Millennium Park as a group.

Millennium Park

Millennium Park, located in the heart of Chicago, Illinois, is a vibrant urban park known for its striking modern architecture and public art installations. Key features include the iconic Cloud Gate sculpture, commonly known as "The Bean," and the Jay Pritzker Pavilion, which hosts free concerts and events. The park offers a blend of cultural attractions, gardens, and outdoor spaces, making it a central hub for visitors and locals alike.

Bean Photo Op

Cloud Gate, aka "The Bean", is one of Chicago's most popular sights. The monumental work of art anchors downtown Millennium Park and reflects the city's famous skyline and the surrounding green space.

Meet for Attendance

Meet for attendance at the designated location.

Depart for the Hotel

Board the motorcoach and depart for the hotel.

Hotel Check-in

Once you arrive at your hotel, unload the luggage from underneath your motorcoach. One person from each room may get the keys for your room from your Tour Director. After you have given your roommates their room keys, you may proceed to your room. Be sure to take your luggage and all of your personal items off the motorcoach.

**Friday, July 03**

**Chicago Symphony/MSI**

Breakfast at the Hotel

Breakfast will be provided at your hotel this morning.

Depart for Walking Tour

Meet for attendance in the hotel lobby. Board the motorcoach and depart for Roosevelt University to begin the Chicago Downtown Walking Tour.

Downtown Chicago TV/Movie Tour

Don't miss this opportunity to walk in the footsteps of your favorite stars and relive unforgettable cinematic moments on the Downtown Chicago TV & Movie Sites Tour!

Lunch at the Urbanspace (\$25)

Using your preloaded Jassby card, purchase lunch at the Urbanspace Food Hall today.

Urbanspace Food Hall (also known as Washington Hall) is a vibrant, modern food hall in downtown Chicago, just steps from Millennium Park and the Theatre District. It brings together a curated mix of local favorites and global flavors—from wood-fired pizza and spicy fried chicken to vegan bowls and fresh sushi—all under one stylish roof.

Meet for Attendance

Meet for attendance at the designated location.

Depart for MSI

Board the motorcoach and depart for the Museum of Science and Industry.

Museum of Science and Industry

The Museum of Science and Industry in Chicago is a captivating institution where science comes alive. It houses interactive exhibits showcasing advancements in technology, engineering, and innovation. Visitors can explore hands-on displays making learning both educational and exciting!

Meet for Attendance

Meet for attendance at the designated location.

6

Group Dinner

A budget has been set for a group dinner in the area. Location is dependent upon the location and availability of the concert.

Chicago Symphony Orchestra

Pending scheduling and availability, the group will see a Chicago Symphony Orchestra concert tonight.

**\*Schedule and pricing is not yet available and is an estimate until 2026 schedule and pricing is released\***

Depart for the Hotel

After meeting for attendance, leave to go back to the hotel.

**Saturday, July 04**

**4th of July Parade**

Breakfast at the Hotel

Breakfast will be provided at your hotel this morning.

Depart for the City

Board the motorcoach and depart for the Art Institute.

Parade Staging

The group will arrive downtown to stage for the parade.

4th on 53rd Parade

The group will march in the 2026 4th on 53rd Parade today!

**\*Parade participation is pending availability and acceptance\***

Boxed Lunch

A boxed lunch will be delivered after the parade while the group is transferring equipment back into the motorcoach.

Parade Festival

After the parade ends at Nichols Park, spend some time celebrating Independence Day at the Post Parade Festival.

Depart for 360 Chicago

Depart for the 360 Chicago Observatory at the John Hancock Building.

360 Chicago With TILT

Here you'll have a view of the dynamic Chicago skyline from the 94th-story observatory of the John Hancock Building affectionately named "Big John."

Depart for Gino's East

Board the motorcoach and depart for Gino's East on Superior Street.

*Dinner at Gino's East*

Gino's East in Chicago is renowned for its legendary deep-dish pizza, featuring a buttery, flaky crust piled high with rich layers of cheese, savory toppings, and zesty tomato sauce. Established in 1966, this iconic pizzeria has become a staple of Chicago's culinary scene, attracting pizza lovers from around the world with its unique, hearty style. The restaurant's casual, vintage atmosphere and signature pies make it a must-visit destination for an authentic taste of Chicago pizza culture.

*Fireworks at Polk Bros Park*

The group will watch the Navy Pier fireworks tonight at this nearby park.

*Meet for Attendance*

Meet for attendance at the designated location.

*Return to the Hotel*

Board the motorcoach and return to the hotel.

**Sunday, July 05** **Performance/Travel Home**

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*Breakfast at the Hotel*

Breakfast will be provided at your hotel this morning.

*Hotel Check-out*

Check-out of your room by packing everything up and leaving your key card in your room. Then, load your luggage onto your motorcoach, and prepare for departure.

*Depart for the Field Museum*

Board the motorcoach and depart for the Field Museum.

*Arrive and Prepare to Perform*

Unload instruments from the motorcoach and prepare to perform at the Field Museum.

*Field Museum Performance*

Pipestone Arrow Marching Band performs for the visitors of the Field Museum of Natural History in Stanley Field Hall.

**\*Performance is tentative based on availability and acceptance\***

*Performance Ends*

Load instruments back onto the motorcoach and prepare to enter the museum.

*Free Time in the Museum*

Visit one of the world's greatest natural history museums, alive with ideas, knowledge and discovery. Founded in 1893, the museum houses over 19 million artifacts and specimens drawn from the fields of anthropology, botany, geology, and zoology.

*Lunch at the Museum (\$25)*

Using your preloaded Jassby card, purchase lunch at the museum today.

*Meet for Attendance*

Meet for attendance at the designated location.

*Depart for Home*

Board the motorcoach and depart for the school.

*Dinner en Route (\$15)*

Using your preloaded Jassby card, purchase dinner on the way home today.

*Welcome Home!*

Welcome home after a memorable performance trip to Chicago, Illinois!

**\*Time of arrival is tentative\***

# TOUR CONDITIONS

## Pipestone Arrow Marching Band

Pipestone, Minnesota  
to:

Chicago, IL (4-day)

4th of July Parade

Chicago Symphony Orchestra  
Museum of Science and Industry  
The Field Museum Performance

**July 2 - 5, 2026**

### Trip Price per Person

9 Complimentary Trips Included; 01 Director in Single Occupancy and  
08 Chaperones in Twin Occupancy. 2026 ticket pricing ESTIMATED

| Passengers | 60     | 45     | 50     | 55     |
|------------|--------|--------|--------|--------|
| Quad       | \$1396 | \$1369 | \$1279 | \$1479 |
| Triple     | \$1444 | \$1417 | \$1327 | \$1527 |
| Twin       | \$1540 | \$1512 | \$1423 | \$1623 |
| Single     | \$1827 | \$1800 | \$1710 | \$1910 |

**IMPORTANT NOTE:** The above trip prices are based on hotel room occupancy and the total number of travelers and may vary depending on group size when prorated costs, such as motor coach, etc., are affected. Tour prices in this proposal are based on tariffs in effect as of June 26, 2025 and are subject to change. These trip prices were developed for individuals traveling with your group, as a group, on the trip described in this proposed itinerary.

### Inclusions

- Music Travel Consultants tour director throughout
- Roundtrip Motorcoach Transportation via chartered coaches
- Tolls, Taxes and Daily Maintenance Fees for Driver(s)
- (3) nights Hotel Accommodations per the itinerary
- (11) Meals included; they will be a variety of buffet, fast food, plated and/or pre-selected menus per the itinerary. For variety and convenience, money will occasionally be given in lieu of a pre-determined restaurant.
- All Sightseeing & Special Events per the Itinerary
- Entrance Fees where necessary
- Taxes and Gratuities - As required for all included features
- Gratuities to Driver(s) and Local Guide(s) as necessary
- Trip Departure Briefing (if applicable)
- Customized Tour Itinerary & Baggage Tags
- All Operations & Planning Charges

### Exclusions

Passport fees; baggage handling at airports & hotels; excess baggage charges; forwarding of baggage; items or services of a personal nature such as snacks, laundry, room service, telephone calls, pay TV, movies, cables, souvenirs or the like; gratuities to travel directors; any items or services not mentioned specifically in tour conditions.

### Payment Schedule

| Payment                | Amount   | Due Date           |
|------------------------|----------|--------------------|
| Non-refundable deposit | \$140.00 | August 26, 2025    |
| Installment            | \$140.00 | September 26, 2025 |
| Installment            | \$140.00 | October 26, 2025   |
| Installment            | \$140.00 | November 26, 2025  |
| Installment            | \$140.00 | January 11, 2026   |
| Installment            | \$140.00 | February 11, 2026  |
| Installment            | \$140.00 | March 11, 2026     |
| Installment            | \$140.00 | April 11, 2026     |
| Installment            | \$140.00 | May 11, 2026       |
| Final Payment          | Balance  | June 11, 2026      |

### Cancellation Information

"Cancellation" is defined as any change made to the passenger list at least 60 days prior to trip departure day. Cancellation must be made under the traveler's account at MTC@ Online by clicking on the "Cancel a Traveler" link on traveler's/ payer's welcome page dashboard OR by e-mail or written communication to MTC@. With the exception of non-refundable deposits/payments, if cancellation is received 60 days or more prior to trip departure day, money returned by suppliers is refundable. Cancellations received 60 days or fewer before, or on, trip departure day are non-refundable, unless a paying substitute traveler takes the place of the cancelled person. If the trip includes airfare, cancellation and/or substitution policies may vary, depending on the airline, date of ticketing and group contract. Please contact MTC@ for additional information. Travelers desiring travel and cancellation insurance may find it from a provider of their choice.

### Tour Operator Responsibility

MTC@ acts only as an agent in providing means of transportation or other services. All tickets are issued and all other services are offered or provided subject to any and all terms and conditions, under which such means of transportation or other services are offered or provided. The issuance and acceptance of such services shall be deemed to be consent to the further condition that MTC@ shall not be or become liable or responsible in any way in connection with such means of transportation or in connection with other services, or for any loss, injury or damage to or in respect of any person or property howsoever caused or arising, even if such loss, injury or damage arises, in whole or in part, as a result of alleged negligent acts or omissions of Music Travel Consultants. The airlines, trains, motor coaches and ships concerned are not to be held responsible for any act, omission or event during the time passengers are not aboard the airline, train, motor coach or ship. MTC@ reserves the right to alter the itinerary. Any extra charges arising from such change must be met by the passenger. MTC@ reserves the right to cancel the tour or to remove any passenger from the tour; its sole liability in such instance being the refund of all monies paid to it for unused services. By acceptance of tour membership, Passenger agrees to the foregoing and also agrees that MTC@ shall not become liable or responsible for loss, damage, injury or inconvenience to Passenger and to their possessions caused by or resulting from occurrences, negligent or otherwise, due to the malfunction or breakdown of machinery or equipment, strikes or labor disputes, acts of God, war or civil strife, acts of governments or civil authorities, disease, delays, fire, theft, weather, itinerary changes or cancellation of services or default by suppliers, even if such loss, injury or damage arises, in whole or in part, as a result of alleged negligent acts or omissions of Music Travel Consultants LLC.

February 23, 2026

MINUTES OF THE REGULAR SCHOOL BOARD MEETING OF INDEPENDENT SCHOOL DISTRICT NO. 2689, PIPESTONE COUNTY, PIPESTONE, MINNESOTA. A regular meeting of the Board of Directors of Pipestone Area Schools was held on Monday, February 23, 2026 beginning at 6:30 PM in Conference Room 1148. MS/HS.

The following members were present: Brad Carson, Katie Wiese, Tami Taubert, Tyler Fruechte, Daphne Likness, Mark Hiniker, and Chrissy DeBates. Also present: Dr. Klint Willert, Jennifer Moravetz, Sonja Ortman, Jacque Kennedy, and Deb Peschon.

Chairman Fruechte opened the meeting with the Pledge of Allegiance. Motion by Wiese, second by Carson, approved the agenda as presented. Motion unanimously carried.

**Public Forum:** Roger Elgersma

**Presentation:** Neil Ramsbey, Esports coach presented on the newly established program. They have 3 participants that qualified for state in Esports.

**Consent Agenda:**

- Motion by Carson, second by DeBates, approved the January 26, 2026 meeting minutes. Motion carried unanimously.
- Motion by DeBates, second by Wiese, approved the Personnel Report as presented. Motion carried unanimously.

**Financials:**

- The budget year-to-date shows expenditures as of February 20, 2026 at \$10,160,706.36 or 56%. This was non-action.
- The treasurer's report for month ended January 31, 2026 shows a cash balance of \$8,054,479.91. Motion by Taubert, second by Carson, approved the treasurer's report.
- The MN Trust 2023A Bonds treasurer's report for month ended January 31, 2026 has a cash balance of \$730,111.23. Motion by Carson, second by Hiniker, approved the 2023A bonds treasurer's report. Motion carried unanimously.
- Regular bills paid through February 18, 2026 totaled \$625,031.89. Motion by Hiniker, second by DeBates, approved payment of the regular bills. Motion carried unanimously.
- High school activity bills paid through February 18, 2026 totaled \$20,855.51. Motion by Carson, second by Wiese, approved payment of the high school activity bills. Motion carried unanimously.

**Board Reports:** Facilities meeting was held with legal counsel for the elementary flooring, a pipe crushed by rock and a toilet issue. A calendar and policy meeting will be held in March. Taubert read a letter stating she would like to adhere to policy 203.5 and follow the rules and protocol established.

**Superintendent Board Report:** Willert reported the Legislative session begins, budget preparation, social media campaign "What I Love about PAS", Quiver Quips monthly newsletter, upcoming calendar and facilities committee meetings, upcoming student career fair, and moving into an AI partnership with Flint AI.

**Principals Board Report:** Ortman reported on the College/Career/Skills Expo stated for May 1 and 2. She also reported on Esports, increasing student engagement and school connection, and development of transferable skills. Moravetz reported on February I Love to Read Month and activities planned, attending the elementary principal's conference, 4<sup>th</sup> grade community connections event, wellness week, pre-school "Someone I Love Day", field trip to SoJo's, upcoming pre-school screening, Arrow Way assembly and the upcoming TERRIFIC kid program.

**Curriculum, Teaching, and Learning Board Report:** Pease was unable to attend the meeting. Her report was on Portrait of a Graduate Design Team work session, ACCESS/ACA testing, starting 2026-2027 district are required to provide mental health instruction in grades 4-12, and Flint K12 Pilot with 12 staff members signed up.

**Board Action:**

**RESOLUTION ACCEPTING DONATIONS**

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: "The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.", and

WHEREAS, Minnesota Statutes 465.03 provides: "Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full." and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Pipestone Area Schools, ISD 2689, gratefully accepts the following donations to **Community Ed** as identified below:

|                        |          |  |
|------------------------|----------|--|
| American Legion Post 6 | \$500.00 | Donation to Youth Tackle FB - Community Ed |
|------------------------|----------|--|

The motion for adoption of the foregoing resolution made by Member Carson, and duly seconded by Member Hiniker, and upon vote being taken thereon, the following voted in favor thereof: Carson, Hiniker, Taubert, Fruechte, DeBates, Wiese, and Likness

and the following voted against the same: None.

The foregoing resolution was approved 7-0 this 23rd day of February, 2026.

SB/RES/2026-007

February 23, 2026

### RESOLUTION ACCEPTING DONATIONS

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THEREFORE, BE IT RESOLVED, that the School Board of Pipestone Area Schools, ISD 2689, gratefully accepts the following donations to **high school activities** as identified below:

|                               |            |                      |
|-------------------------------|------------|----------------------|
| D & T Meat Market             | \$500.00   | Donation to Robotics |
| Dr. Paul Henriksen            | \$100.00   | Donation to Robotics |
| Midland Tire, LLC             | \$200.00   | Donation to Robotics |
| Pipestone Building Materials  | \$100.00   | Donation to Robotics |
| Darveaux Foods of Pipestone   | \$250.00   | Donation to Robotics |
| Pipestone Auto Body & Glass   | \$150.00   | Donation to Robotics |
| Whips Auto Sales              | \$25.00    | Donation to Robotics |
| Steve Everett - Everett Tire  | \$100.00   | Donation to Robotics |
| Scott's Auto                  | \$50.00    | Donation to Robotics |
| G & S Body Shop               | \$100.00   | Donation to Robotics |
| Pepsi Cola Bottling Pipestone | \$100.00   | Donation to Robotics |
| Pipestone Family Chiropractic | \$100.00   | Donation to Robotics |
| Woodstock Communications      | \$1,140.00 | Donation to Esports  |
| First State Bank SW           | \$500.00   | Donation to Esports  |

The motion for adoption of the foregoing resolution made by Member Carson, and duly seconded by Member Hiniker, and upon vote being taken thereon, the following voted in favor thereof: Carson, Hiniker, Taubert, Fruechte, DeBates, Wiese, and Likness

and the following voted against the same: None.

The foregoing resolution was approved 7-0 this 23rd day of February, 2026.

SB/RES/2026-008

February 23, 2026

**RESOLUTION ACCEPTING DONATIONS**

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: "The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.", and

WHEREAS, Minnesota Statutes 465.03 provides: "Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full." and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Pipestone Area Schools, ISD 2689, gratefully accepts the following donations to the **school** as identified below:

|   |            |  |
|---|------------|--|
| Elem Booster Club and Jasper Lions Club |            | Chapstick and Lotion for all Elementary students                     |
| Christ the King Lutheran                | \$100.00   | Donation to Wellness Room  |
| Jasper ELC                              | \$175.00   | Donation to Wellness Room  |
| Sioux Valley Energy                     | \$1,490.35 | Donation for translating earbuds for elementary (Operation Round-Up) |

The motion for adoption of the foregoing resolution made by Member Carson , and duly seconded by Member Hiniker, and upon vote being taken thereon, the following voted in favor thereof: Carson, Hiniker, Taubert, Fruechte, DeBates, Wiese, and Likness

and the following voted against the same: None.

The foregoing resolution was approved 7-0 this 23rd day of February, 2026.

SB/RES/2026-006

February 23, 2026

- Motion by Likness, second by Taubert, to authorize the administration to secure a partner/vendor to complete a new district strategic plan consistent with Policy 601 utilizing funds from the CEOG funding. Motion carried unanimously.
- Motion by Likness, second by Taubert to allow the existing ALC seniors on the path to graduate to walk this year and to defer to ask more questions and clarity for subsequent classes. Motion passed 4-3 (DeBates, Hiniker, Carson).
- Motion by Wiese, second by Hiniker, to approve the FY26 General Fund Budget Amendment. Motion carried unanimously.

**Adjourn:**

- Motion by DeBates, second by Hiniker, to adjourn the meeting (8:04PM). Motion carried unanimously.

/s/ Tyler Fruechte  
Tyler Fruechte, Chairman

/s/ Daphne Likness  
Daphne Likness, Clerk

Approved and dated by the board March 23, 2026  
Submitted, Deb Peschon

A Regular School Board Meeting of the Board of Trustees of Pipestone Area Schools was held Monday, February 23, 2026 beginning at 6:30PM in Conference Room 1148, MS/HS. This is a summary of those proceedings, which are not to be confused with the official minutes of the PAS School Board meetings, which are maintained by the Superintendent's Office. Complete official minutes and resolutions are available at: <https://meetings.boardbook.org/Public/Organization/1058> or in the District Office located at 1401 7<sup>th</sup> St SW, Pipestone, MN 56164.

**Call to Order** by Chairman Fruechte at 6:30 PM. Present: Carson, Wiese, Taubert, Fruechte, DeBates, Likness, and Hiniker.

**Board Action:** **1.** Wiese/Carson/All in favor: approve agenda as presented. **2.** Carson/DeBates/All in favor: approve the 1-23-226 meeting minutes. **3.** DeBates/Wiese/All in favor: approve the personnel report as presented. Motion carried unanimously. **4.** Taubert/Carson/All in favor: approve the January 31, 2026 treasurer's report. **5.** Carson/Hiniker/All in favor: approve the January 31, 2026 2023A bonds treasurer's report. **6.** Hiniker/DeBates/All in favor: approve payment of the regular bills. **7.** Carson/Wiese/All in favor: approve payment of the high school activity bills. **8.** Carson/Hiniker/All in favor: resolution to approve donations to high school activities, donations to the school and donations to Community Education. **9.** Likness/Taubert/All in favor: to authorize the administration to secure a partner/vendor to complete a new district strategic plan consistent with Policy 601 utilizing funds from the CEOG funding. **10.** Likness/Taubert/4-3 (DeBates, Hiniker, Carson): to allow the existing ALC seniors on the path to graduate to walk this year and to defer to ask more questions and clarity for subsequent classes. **11.** Wiese/Hiniker/All in favor: approve the FY26 General Fund Budget Amendment.

**Other:** Esports presentation, Board and Admin Reports, Budget Year-to-Date, Public Forum.

**Adjourn:** DeBates/Hiniker/All in favor: (8:04PM).

/s/ Tyler Fruechte, Chairman   /s/ Daphne Likness, Clerk

Approved and dated by the board March 23, 2026. Submitted, Deb Peschon

**Personnel Report - Action Requested  
March 23, 2026 Regular School Meeting**

**Notice of New Contract**

|    | <u>Name</u> | <u>Position</u> | <u>Effective Date</u> |
|----|-------------|-----------------|-----------------------|
| 1. | Andy Yost   | JH Golf         | 3-19-2026             |

**Rationale**

1. Yearly Spring Activity Contract

**Letters of Resignation**

1. Tiffany Fritsch, MS/HS Art Teacher
2. Erika Pelach, MS/HS Choir Teacher

**New Subs**

1. Cory Chaulsett, Custodian

| Budget Presentation to the Board              |      |                 |                 |           |         |
|---|------|-----------------|-----------------|-----------|---------|
| Expenditures as of 03/19/2026                 |      | FY2026          |                 |           |         |
| General Fund                                  |      |                 |                 | 3/19/2026 | Year to |
| Classification                                | Code | FY2026 Amended  | Year to Date    | Date %    |         |
| Administrative Salaries                       | 110  | \$617,860.00    | \$455,486.39    | 74%       |         |
| Teacher Salaries                              | 140  | \$5,453,188.00  | \$3,183,405.44  | 58%       |         |
| Non-Licensed Classroom Personnel              | 141  | \$55,277.00     | \$21,788.53     | 39%       |         |
| Licensed Instructional Support Personnel      | 143  | \$146,324.00    | \$91,008.08     | 62%       |         |
| Non-License Instructional Support Personnel   | 144  | \$0.00          | \$0.00          | #DIV/0!   |         |
| Substitute Salaries                           | 145  | \$225,000.00    | \$165,951.18    | 74%       |         |
| Substitute Non-Licensed Classroom Salaries    | 146  | \$30,000.00     | \$20,249.05     | 67%       |         |
| Language Pathologist                          | 152  | \$25,000.00     | \$19,668.56     | 79%       |         |
| School Nurse                                  | 154  | \$116,388.00    | \$67,481.80     | 58%       |         |
| School Social Worker                          | 156  | \$113,702.00    | \$66,960.23     | 59%       |         |
| Certified Paraprofessional                    | 161  | \$680,640.00    | \$426,885.75    | 63%       |         |
| Certified One-to-One Paraprofessional         | 162  | \$245,020.00    | \$123,776.20    | 51%       |         |
| Foreign Language Interpreter                  | 163  | \$0.00          | \$0.00          | #DIV/0!   |         |
| School Counselor                              | 165  | \$209,937.00    | \$121,919.56    | 58%       |         |
| Non-Instructional Support                     | 170  | \$953,317.00    | \$693,180.79    | 73%       |         |
| DAPE Specialist                               | 174  | \$0.00          | \$0.00          | #DIV/0!   |         |
| Cultural Liaison                              | 175  | \$25,089.00     | \$20,731.64     | 83%       |         |
| Other Salary Payment                          | 185  | \$538,120.00    | \$365,039.44    | 68%       |         |
| Severance                                     | 191  | \$17,105.00     | \$17,104.01     | 100%      |         |
| Third Party Pay Expense Salaries              | 195  | \$0.00          | \$0.00          | #DIV/0!   |         |
| FICA  | 210  | \$714,829.00    | \$428,923.28    | 60%       |         |
| PERA  | 214  | \$154,613.00    | \$105,176.28    | 68%       |         |
| TRA   | 218  | \$644,463.00    | \$414,630.24    | 64%       |         |
| Paid Family Medical Leave                     | 219  | \$27,020.00     | \$10,746.66     | 40%       |         |
| Health Insurance                              | 220  | \$822,717.00    | \$548,336.68    | 67%       |         |
| Life Insurance                                | 230  | \$11,475.00     | \$7,212.44      | 63%       |         |
| Dental Insurance                              | 235  | \$1,487.00      | \$1,160.19      | 78%       |         |
| Long Term Disability                          | 240  | \$1,650.00      | \$1,023.08      | 62%       |         |
| TSA Match                                     | 250  | \$110,840.00    | \$60,001.02     | 54%       |         |
| Employer Sponsored HSA's                      | 251  | \$119,300.00    | \$66,591.61     | 56%       |         |
| Workmens Comp                                 | 270  | \$38,940.00     | \$32,846.18     | 84%       |         |
| Unemployment Compensation                     | 280  | \$10,000.00     | \$4,343.78      | 43%       |         |
| Unemployment Summer Employees                 | 281  | \$71,000.00     | \$57,781.24     | 81%       |         |
| Other Post-Employment Benefits                | 291  | \$27,453.00     | \$0.00          | 0%        |         |
| Third Party Pay Benefits                      | 295  | \$0.00          | \$0.00          | #DIV/0!   |         |
| Total Salaries and Fringe                     |      | \$12,207,754.00 | \$7,599,409.33  | 62%       |         |
| Other Employee Benefits                       | 299  | \$0.00          | \$0.00          | #DIV/0!   |         |
| Fed Sub Awards Under \$25,000                 | 303  | \$865.00        | \$865.24        | 100%      |         |
| Fed Sub Awards Over \$25,000                  | 304  | \$0.00          | \$0.00          | #DIV/0!   |         |
| Consulting and Servicing Fees                 | 305  | \$367,240.00    | \$189,548.46    | 52%       |         |
| School Resource Officer                       | 310  | \$61,212.00     | \$45,909.00     | 75%       |         |
| Services Purchased from Coop                  | 316  | \$178,806.00    | \$116,579.57    | 65%       |         |
| Computer and Technology Services              | 319  | \$0.00          | \$0.00          | #DIV/0!   |         |
| Communications/Phone                          | 320  | \$49,100.00     | \$15,260.46     | 31%       |         |
| Postage and Express                           | 329  | \$7,110.00      | \$5,603.03      | 79%       |         |
| Utility Services                              | 330  | \$303,004.00    | \$208,929.65    | 69%       |         |
| Short Term Rentals                            | 335  | \$171,023.00    | \$101,403.20    | 59%       |         |
| Property Insurance                            | 340  | \$215,000.00    | \$214,896.95    | 100%      |         |
| Repairs and Maintenance                       | 350  | \$238,100.00    | \$227,806.76    | 96%       |         |
| Transportation                                | 360  | \$1,313,146.00  | \$834,232.45    | 64%       |         |
| Travel  | 366  | \$166,965.00    | \$92,855.64     | 56%       |         |
| Entry Fees/Student Travel                     | 369  | \$48,175.00     | \$20,745.11     | 43%       |         |
| Rentals and Leases                            | 370  | \$0.00          | \$0.00          | #DIV/0!   |         |
| Mental Health Professional Services           | 379  | \$0.00          | \$0.00          | #DIV/0!   |         |
| Third Party Reimbursement Services            | 385  | \$0.00          | \$0.00          | 0%        |         |
| To Other MN School Districts                  | 390  | \$0.00          | \$0.00          | #DIV/0!   |         |
| To Out of State Districts                     | 392  | \$50,476.00     | \$21,355.71     | 42%       |         |
| Special Ed Contracted Services                | 393  | \$247,298.00    | \$146,846.00    | 59%       |         |
| To Non-Ed Agency                              | 394  | \$293,245.00    | \$144,318.18    | 49%       |         |
| Spec Ed Salary Purchased from Co-op           | 396  | \$491,556.00    | \$389,057.25    | 79%       |         |
| Spec Ed Benefits Purchased from Co-op         | 397  | \$82,114.00     | \$68,411.07     | 83%       |         |
| Charge Back                                   | 398  | \$0.00          | \$0.00          | 0%        |         |
| Purchase Sped Contracted Services             | 399  | \$0.00          | \$0.00          | #DIV/0!   |         |
| General Supplies                              | 401  | \$208,558.00    | \$189,450.00    | 91%       |         |
| Non instructional Computer Software           | 405  | \$120,522.00    | \$86,082.61     | 71%       |         |
| Instructional Software License                | 406  | \$87,008.00     | \$79,687.15     | 92%       |         |
| Instructional Supplies                        | 430  | \$164,563.00    | \$100,368.43    | 61%       |         |
| Individualized Materials                      | 433  | \$46,044.00     | \$34,410.16     | 75%       |         |
| Fuel for Buildings                            | 440  | \$72,000.00     | \$54,781.71     | 76%       |         |
| Noninstructional Tech Supplies                | 455  | \$22,500.00     | \$17,880.70     | 79%       |         |
| Instructional Tech Supplies                   | 456  | \$0.00          | \$0.00          | #DIV/0!   |         |
| Textbooks/Workbooks                           | 460  | \$83,685.00     | \$78,827.79     | 94%       |         |
| Standardized Tests                            | 461  | \$820.00        | \$820.00        | 100%      |         |
| Non-Instructional Tech Devices                | 465  | \$159,727.55    | \$158,438.16    | 99%       |         |
| Instructional Technology Devices              | 466  | \$43,900.00     | \$41,877.59     | 95%       |         |
| Library Books                                 | 470  | \$23,000.00     | \$10,544.01     | 46%       |         |
| Audio Visual Aids                             | 480  | \$0.00          | \$0.00          | 0%        |         |
| Electronic Format                             | 485  | \$0.00          | \$0.00          | #DIV/0!   |         |
| Food  | 490  | \$0.00          | \$0.00          | #DIV/0!   |         |
| Capital Non-Instruction Tech Software         | 505  | \$10,000.00     | \$9,500.00      | 95%       |         |
| Site or Grounds Acquisition                   | 510  | \$25,000.00     | \$17,699.00     | 71%       |         |
| Building Acquisition and Construction         | 520  | \$165,000.00    | \$154,008.98    | 93%       |         |
| Equipment Purchased                           | 530  | \$103,569.00    | \$60,315.72     | 58%       |         |
| Special Education Equipment                   | 533  | \$0.00          | \$0.00          | #DIV/0!   |         |
| Eligible Pupil Transportation                 | 548  | \$0.00          | \$0.00          | 0%        |         |
| Vehicles Purchased                            | 550  | \$0.00          | \$0.00          | #DIV/0!   |         |
| Non-Instructional Technology Hardware         | 555  | \$34,409.45     | \$12,425.12     | 36%       |         |
| Capitalized Instructional Technology Hardware | 556  | \$0.00          | \$0.00          | #DIV/0!   |         |
| Principal on Long Term Lease                  | 570  | \$0.00          | \$0.00          | #DIV/0!   |         |
| Interest Long Term Lease                      | 571  | \$0.00          | \$0.00          | #DIV/0!   |         |
| Principal on Capital Lease                    | 580  | \$85,000.00     | \$85,000.00     | 100%      |         |
| Interest on Capital Lease                     | 581  | \$6,978.00      | \$6,977.25      | 100%      |         |
| Dues and Memberships                          | 820  | \$23,100.00     | \$12,752.00     | 55%       |         |
| Taxes and Special Assessments                 | 896  | \$1,100.00      | \$83.35         | 8%        |         |
| Affordable Care Act Penalties                 | 897  | \$21,000.00     | \$0.00          | 0%        |         |
| Miscellaneous Other Expenses                  | 899  | \$4,000.00      | \$448.45        | 11%       |         |
| Contingency                                   |      | \$47,550.00     | \$0.00          | 0%        |         |
| Total   |      | \$18,051,223.00 | \$11,656,411.24 | 65%       |         |
| The prior year to date percentage was 63%     |      |                 |                 |           |         |

| INDEPENDENT SCHOOL DISTRICT NO. 2689           |                |                          |                            |                    |                      |                         |                               |                               |                   |
|--|----------------|--------------------------|----------------------------|--------------------|----------------------|-------------------------|-------------------------------|-------------------------------|-------------------|
| PIPESTONE AREA SCHOOLS                         |                |                          |                            |                    |                      |                         |                               |                               |                   |
| TREASURER'S REPORT TO SCHOOL BOARD             |                |                          |                            |                    |                      |                         |                               |                               |                   |
| FOR THE MONTH ENDED FEBRUARY 28, 2026          |                |                          |                            |                    |                      |                         |                               |                               |                   |
|  |                | CASH BALANCE             |                            |                    |                      | CASH BALANCE            |                               | CASH BALANCE                  | CASH BALANCE      |
| FUNDS  | FUND NUMBER    | BEGINNING OF MONTH       | NET CASH ACTIVITY          |                    |                      | END OF MONTH            | ADJUSTMENTS                   | END OF MONTH FY26             | END OF MONTH FY25 |
| GENERAL FUND                                   | 01,03,05       | \$5,453,626.40           | (\$277,358.84)             |                    |                      | \$5,176,267.56          |                               | \$5,176,267.56                | \$6,780,079.65    |
| FOOD SERVICE FUND                              | 02             | \$888,860.62             | \$106,172.00               |                    |                      | \$995,032.62            |                               | \$995,032.62                  | \$889,451.66      |
| COMMUNITY SERVICE FUND                         | 04             | \$623,942.70             | (\$13,238.07)              |                    |                      | \$610,704.63            |                               | \$610,704.63                  | \$618,546.73      |
| TOTAL OPERATING FUNDS                          |                | \$6,966,429.72           | (\$184,424.91)             |                    |                      | \$6,782,004.81          |                               | \$6,782,004.81                | \$8,288,078.04    |
| BUILDING FUND                                  | 06             | \$0.00                   | \$0.00                     |                    |                      | \$0.00                  |                               | \$0.00                        | \$0.00            |
| DEBT SERVICE FUND                              | 07             | \$1,087,705.19           | \$25,800.47                |                    |                      | \$1,113,505.66          |                               | \$1,113,505.66                | \$550,262.50      |
| AGENCY FUND                                    | 09             | \$345.00                 | \$0.00                     |                    |                      | \$345.00                |                               | \$345.00                      | \$345.00          |
| CERTIFICATES OF DEPOSIT                        |                | \$0.00                   | \$0.00                     |                    |                      | \$0.00                  |                               | \$0.00                        | \$0.00            |
| TOTAL  |                | \$8,054,479.91           | (\$158,624.44)             |                    |                      | \$7,895,855.47          | \$0.00                        | \$7,895,855.47                | \$8,838,685.54    |
| RECONCILEMENT OF TREASURE'S BALANCE WITH BANKS |                |                          |                            |                    |                      |                         |                               |                               |                   |
| DESCRIPTION                                    | ACCOUNT NUMBER | CURRENT RATE OF INTEREST | BALANCE PER BANK STATEMENT | OUTSTANDING CHECKS | OUTSTANDING DEPOSITS | OTHER RECONCILING ITEMS | BALANCE PER TREASURER'S BOOKS | BALANCE PER TREASURER'S BOOKS |                   |
| FIRST NATIONAL BANK-PAYROLL                    |                | 0.05%                    | \$149,233.89               | (\$327.33)         | \$0.00               | \$0.00                  | \$148,906.56                  | \$72,436.23                   |                   |
| FIRST NATIONAL BANK-MM                         |                | 0.10%                    | \$448,109.37               | \$0.00             | \$0.00               | \$0.00                  | \$448,109.37                  | \$882,801.56                  |                   |
| FIRST F&M                                      |                | 0.20%                    | \$125,502.06               | (\$162,328.78)     | \$0.00               | \$0.00                  | -\$36,826.72                  | \$568,319.04                  |                   |
| MNTrust  |                | 3.76%                    | \$4,524,766.26             | \$0.00             | \$0.00               | \$0.00                  | \$4,524,766.26                | \$4,482,828.71                |                   |
| TOTAL  |                |                          | \$5,247,611.58             | (\$162,656.11)     | \$0.00               | \$0.00                  | \$5,084,955.47                | \$6,006,385.54                |                   |
| CERTIFICATES OF DEPOSIT                        | CD #           | Date Purchased           | Maturity Date              | Maturity Period    | Interest Rate        |                         | Dollar Amount                 | Dollar Amount                 |                   |
| CIBC Bank USA, MI                              | 1373976-1      | 2/11/2025                | 7/24/2026                  | 528 Days           | 4.150%               | 0                       | \$235,700.00                  |                               |                   |
| Cornerstone Bank NE                            | 1373974-1      | 2/11/2025                | 1/22/2027                  | 710 Days           | 4.178%               | 0                       | \$231,100.00                  |                               |                   |
| Bank Hapoalim                                  | 1370834-1      | 11/8/2024                | 11/9/2026                  | 24 Months          | 4.100%               | 0                       | \$230,900.00                  |                               |                   |
| Freedom Northwest Credit Union                 | 1370835-1      | 11/8/2024                | 11/9/2026                  | 24 Months          | 4.071%               | 0                       | \$230,800.00                  |                               |                   |
| American Commercial Bank                       | 1373975-1      | 2/11/2025                | 1/22/2027                  | 710 Days           | 4.143%               | 0                       | \$231,300.00                  |                               |                   |
| Northeast Community Bank                       | 1377625-1      | 4/8/2025                 | 4/8/2026                   | 12 Months          | 3.969%               | 0                       | \$240,200.00                  |                               |                   |
| Trustar Bank, VA                               | 1377626-1      | 4/8/2025                 | 10/8/2026                  | 16 Months          | 3.780%               | 0                       | \$236,300.00                  |                               |                   |
| Regent Bank, OK                                | 1377623-1      | 4/8/2025                 | 4/8/2027                   | 24 Months          | 3.690%               | 0                       | \$232,700.00                  |                               |                   |
| Solera National Bank, CO                       | 1377624-1      | 4/8/2025                 | 4/8/2027                   | 24 Months          | 3.700%               | 0                       | \$232,400.00                  |                               |                   |
| Western Alliance Bank                          | 1378871-1      | 5/1/2025                 | 5/1/2026                   | 12 Months          | 4.021%               | 0                       | \$240,200.00                  |                               |                   |
| Truxton Trust Company                          | 1378874-1      | 5/1/2025                 | 1/25/2027                  | 21 Months          | 3.715%               | 0                       | \$234,500.00                  |                               |                   |
| First Capital Bank SC                          | 1378875-1      | 5/1/2025                 | 1/25/2027                  | 21 Months          | 3.693%               | 0                       | \$234,800.00                  |                               |                   |
| Total  |                |                          |                            |                    |                      |                         | \$2,810,900.00                | \$2,832,300.00                |                   |
| <b>Grand Total</b>                             |                |                          |                            |                    |                      |                         | <b>\$7,895,855.47</b>         | <b>\$8,838,685.54</b>         |                   |
|  |                |                          |                            |                    |                      | Signed                  | Jacque Kennedy                |                               |                   |

|   |                |                     |                          |                  |                    |                     |                    |                    |                     |
|---|----------------|---------------------|--------------------------|------------------|--------------------|---------------------|--------------------|--------------------|---------------------|
| <b>INDEPENDENT SCHOOL DISTRICT NO. 2689</b>           |                |                     |                          |                  |                    |                     |                    |                    |                     |
| <b>PIPESTONE AREA SCHOOLS</b>                         |                |                     |                          |                  |                    |                     |                    |                    |                     |
| <b>MNTRUST 2023A BONDS</b>                            |                |                     |                          |                  |                    |                     |                    |                    |                     |
| <b>FOR THE MONTH ENDED FEBRUARY 28, 2026</b>          |                |                     |                          |                  |                    |                     |                    |                    |                     |
|   |                | <b>CASH BALANCE</b> |                          |                  |                    | <b>CASH BALANCE</b> |                    |                    | <b>CASH BALANCE</b> |
|   | <b>FUND</b>    | <b>BEGINNING</b>    |                          |                  |                    | <b>END OF</b>       |                    |                    | <b>END OF</b>       |
| <b>FUNDS</b>  | <b>NUMBER</b>  | <b>OF MONTH</b>     | <b>NET CASH ACTIVITY</b> |                  |                    | <b>MONTH</b>        | <b>ADJUSTMENTS</b> |                    | <b>MONTH</b>        |
| MNTRUST 2023A BONDS                                   | 06             | \$730,111.23        | \$2,032.27               |                  |                    | \$732,143.50        |                    |                    | \$732,143.50        |
| TOTAL   |                | \$730,111.23        | \$2,032.27               |                  |                    | \$732,143.50        | \$0.00             |                    | <b>\$732,143.50</b> |
| <b>RECONCILEMENT OF TREASURE'S BALANCE WITH BANKS</b> |                |                     |                          |                  |                    |                     |                    |                    |                     |
|   |                | <b>CURRENT</b>      |                          | <b>BALANCE</b>   |                    |                     |                    | <b>OTHER</b>       | <b>BALANCE PER</b>  |
| <b>DESCRIPTION</b>                                    | <b>ACCOUNT</b> | <b>RATE OF</b>      |                          | <b>PER BANK</b>  | <b>OUTSTANDING</b> | <b>OUTSTANDING</b>  |                    | <b>RECONCILING</b> | <b>TREASURER'S</b>  |
|   | <b>NUMBER</b>  | <b>INTEREST</b>     |                          | <b>STATEMENT</b> | <b>CHECKS</b>      | <b>DEPOSITS</b>     |                    | <b>ITEMS</b>       | <b>BOOKS</b>        |
| MNTRUST   |                | 3.63%               |                          | \$732,143.50     | \$0.00             | \$0.00              |                    | \$0.00             | \$732,143.50        |
| MNTRUST TERM SERIES                                   |                | 1.95%               |                          | \$0.00           | \$0.00             | \$0.00              |                    | \$0.00             | \$0.00              |
| SECURITY(BONDS OR TREASURY NOTES)                     |                | Various             |                          | \$0.00           | \$0.00             | \$0.00              |                    | \$0.00             | \$0.00              |
| CERTIFICATES OF DEPOSIT                               |                | Various             |                          | \$0.00           | \$0.00             | \$0.00              |                    | \$0.00             | \$0.00              |
| TOTAL   |                |                     |                          | \$732,143.50     | \$0.00             | \$0.00              |                    | \$0.00             | \$732,143.50        |
|   |                |                     |                          |                  |                    |                     |                    |                    |                     |
|   |                |                     |                          |                  |                    |                     |                    |                    |                     |
|   |                |                     |                          |                  |                    |                     | Signed             |                    | Jacque Kennedy      |

Detail Payment Register By Check

Check Number: 71676-71793 Payment Date: 7/1/2025-3/31/2026 Period: 202601-202609 Void Status: N

| Bank | Check No   | Code   | Rcd                      | Vendor   | Pmt/Void Date | Pmt Type                 |
|------|------------|--------|--------------------------|--|---------------|--------------------------|
| FIN  | 71676      | 10053  |                          | <b>COORDINATED BUSINESS SERVICES LTD</b>             |               | Check                    |
|      |            |        | E 01 005 110 000 000 335 | Short Term Rentals                                   |               | \$4.12                   |
| PO#: | Voucher #: | 101995 | Invoice                  | Invoice No: 518202                                   | 2/18/2026     | Paid Amt: \$4.12         |
|      |            |        |                          |  |               | Check Amount: \$4.12     |
| FIN  | 71677      | 00511  |                          | <b>G &amp; R CONTROLS</b>                            |               | Check                    |
|      |            |        | E 01 103 810 000 000 350 | Repair&maint Service                                 |               | \$1,811.05               |
| PO#: | Voucher #: | 101999 | Invoice                  | Invoice No: 156519                                   | 2/18/2026     | Paid Amt: \$1,811.05     |
|      |            |        |                          |  |               | Check Amount: \$1,811.05 |
| FIN  | 71678      | 9564   |                          | <b>GOPHERMODS, LLC</b>                               |               | Check                    |
|      |            |        | E 01 005 605 150 000 350 | Repair&maint Service                                 |               | \$1,318.00               |
| PO#: | Voucher #: | 101993 | Invoice                  | Invoice No: 7911                                     | 2/18/2026     | Paid Amt: \$1,318.00     |
|      |            |        |                          |  |               | Check Amount: \$1,318.00 |
| FIN  | 71679      | 10221  |                          | <b>GREAT AMERICAN FINANCIAL SERVICES CORPORATION</b> |               | Check                    |
|      |            |        | E 01 005 110 000 000 335 | Short Term Rentals                                   |               | \$6,568.82               |
| PO#: | Voucher #: | 101991 | Invoice                  | Invoice No: 41280434                                 | 2/18/2026     | Paid Amt: \$6,568.82     |
|      |            |        |                          |  |               | Check Amount: \$6,568.82 |
| FIN  | 71680      | 9518   |                          | <b>INNOVATIVE OFFICE SOLUTIONS LLC</b>               |               | Check                    |
|      |            |        | E 01 005 010 000 000 401 | General Supplies                                     |               | \$60.36                  |
| PO#: | Voucher #: | 101997 | Invoice                  | Invoice No: 5053646                                  | 2/18/2026     | Paid Amt: \$60.36        |
|      |            |        |                          |  |               | Check Amount: \$60.36    |
| FIN  | 71681      | 8073   |                          | <b>INTERSTATE BATTERY CENTER</b>                     |               | Check                    |
|      |            |        | E 01 005 605 150 000 455 | NonInstructional Tech Supplies                       |               | \$16.10                  |
| PO#: | Voucher #: | 101994 | Invoice                  | Invoice No: 1912903035944                            | 2/18/2026     | Paid Amt: \$16.10        |
|      |            |        |                          |  |               | Check Amount: \$16.10    |
| FIN  | 71682      | 4244   |                          | <b>ITC</b>   |               | Check                    |
|      |            |        | E 01 006 810 000 000 320 | Communications/Phone                                 |               | \$80.12                  |
| PO#: | Voucher #: | 101996 | Invoice                  | Invoice No: 12168073                                 | 2/18/2026     | Paid Amt: \$80.12        |
|      |            |        |                          |  |               | Check Amount: \$80.12    |
| FIN  | 71683      | 7787   |                          | <b>OVERHEAD DOOR CO.</b>                             |               | Check                    |
|      |            |        | E 01 005 810 000 000 350 | Repair&maint Service                                 |               | \$301.00                 |
| PO#: | Voucher #: | 101992 | Invoice                  | Invoice No: 1425756.1                                | 2/18/2026     | Paid Amt: \$301.00       |
|      |            |        |                          |  |               | Check Amount: \$301.00   |
| FIN  | 71684      | 10211  |                          | <b>SOUTHWEST GLASS CENTER INC</b>                    |               | Check                    |
|      |            |        | E 01 005 810 000 000 350 | Repair&maint Service                                 |               | \$150.00                 |
| PO#: | Voucher #: | 102003 | Invoice                  | Invoice No: 113899                                   | 2/18/2026     | Paid Amt: \$150.00       |

Detail Payment Register By Check

Check Number: 71676-71793 Payment Date: 7/1/2025-3/31/2026 Period: 202601-202609 Void Status: N

| Bank | Check No   | Code   | Rcd                      | Vendor                                 | Pmt/Void Date | Pmt Type |               |             |  |
|------|------------|--------|--------------------------|--|---------------|----------|---------------|-------------|--|
| FIN  | 71684      | 10211  |                          | <b>SOUTHWEST GLASS CENTER INC</b>      |               | Check    |               |             |  |
|      |            |        | E 01 005 810 000 000 350 | Repair&maint Service                   |               |          | \$142.50      |             |  |
| PO#: | Voucher #: | 102002 | Invoice                  | Invoice No: 113898                     | 2/18/2026     |          | Paid Amt:     | \$142.50    |  |
|      |            |        | E 01 005 810 000 000 350 | Repair&maint Service                   |               |          | \$112.50      |             |  |
| PO#: | Voucher #: | 102000 | Invoice                  | Invoice No: 113909                     | 2/18/2026     |          | Paid Amt:     | \$112.50    |  |
|      |            |        | E 01 005 810 000 000 350 | Repair&maint Service                   |               |          | \$180.00      |             |  |
| PO#: | Voucher #: | 102001 | Invoice                  | Invoice No: 113901                     | 2/18/2026     |          | Paid Amt:     | \$180.00    |  |
|      |            |        |                          |  |               |          | Check Amount: | \$585.00    |  |
| FIN  | 71685      | 10597  |                          | <b>STRIVE INC</b>                      |               | Check    |               |             |  |
|      |            |        | E 01 005 640 173 316 366 | Curriculum Staff Development           |               |          | \$500.00      |             |  |
| PO#: | Voucher #: | 101998 | Invoice                  | Invoice No: 1863                       | 2/18/2026     |          | Paid Amt:     | \$500.00    |  |
|      |            |        |                          |  |               |          | Check Amount: | \$500.00    |  |
| FIN  | 71686      | 5983   |                          | <b>SIOUX VALLEY ENERGY</b>             |               | Check    |               |             |  |
|      |            |        | E 01 300 810 184 000 330 | Utilities - Electricity JAN 2026       |               |          | \$17,092.00   |             |  |
| PO#: | Voucher #: | 102006 | Invoice                  | Invoice No: 7058684000                 | 2/18/2026     |          | Paid Amt:     | \$17,092.00 |  |
|      |            |        | E 01 300 810 184 000 330 | Utilities - Electricity FLASING LIGHT  |               |          | \$104.00      |             |  |
| PO#: | Voucher #: | 102005 | Invoice                  | Invoice No: 7058684200                 | 2/18/2026     |          | Paid Amt:     | \$104.00    |  |
|      |            |        |                          |  |               |          | Check Amount: | \$17,196.00 |  |
| FIN  | 71687      | 6828   |                          | <b>Van Dyke Sanitation, Inc</b>        |               | Check    |               |             |  |
|      |            |        | E 01 005 810 182 000 330 | Garbage, JAN 2026                      |               |          | \$1,542.00    |             |  |
| PO#: | Voucher #: | 102004 | Invoice                  | Invoice No: 4079                       | 2/18/2026     |          | Paid Amt:     | \$1,542.00  |  |
|      |            |        |                          |  |               |          | Check Amount: | \$1,542.00  |  |
| FIN  | 71688      | 8402   |                          | <b>LEGALSHIELD</b>                     |               | Check    |               |             |  |
|      |            |        | B 01 215 037             | LGL-ID                                 |               |          | \$251.30      |             |  |
|      |            |        | B 01 215 039             | LGL-IDONLY                             |               |          | \$56.85       |             |  |
| PO#: | Voucher #: | 102017 | Invoice                  | Invoice No: M2026080                   | 2/24/2026     |          | Paid Amt:     | \$308.15    |  |
|      |            |        |                          |  |               |          | Check Amount: | \$308.15    |  |
| FIN  | 71689      | 10581  |                          | <b>BILL MILLS</b>                      |               | Check    |               |             |  |
|      |            |        | B 01 206 516             | In and Out, SECTION ONE ACT 01/24/2026 |               |          | \$805.00      |             |  |
| PO#: | Voucher #: | 102033 | Invoice                  | Invoice No: 02/25/2026                 | 2/25/2026     |          | Paid Amt:     | \$805.00    |  |
|      |            |        |                          |  |               |          | Check Amount: | \$805.00    |  |
| FIN  | 71690      | 10581  |                          | <b>BILL MILLS</b>                      |               | Check    |               |             |  |
|      |            |        | B 01 206 516             | In and Out                             |               |          | \$2,105.00    |             |  |
| PO#: | Voucher #: | 102031 | Invoice                  | Invoice No: 02/25/2026                 | 2/25/2026     |          | Paid Amt:     | \$2,105.00  |  |
|      |            |        |                          |  |               |          | Check Amount: | \$2,105.00  |  |

Detail Payment Register By Check

Check Number: 71676-71793 Payment Date: 7/1/2025-3/31/2026 Period: 202601-202609 Void Status: N

| Bank | Check No   | Code   | Rcd     | Vendor                         | Pmt/Void Date                            | Pmt Type      |             |  |  |
|------|------------|--------|---------|--------------------------------|--|---------------|-------------|--|--|
| FIN  | 71691      | 10581  |         | <b>BILL MILLS</b>              |  | Check         |             |  |  |
|      |            |        | B 01    | 206 516                        | In and Out, SECTION TEAM WR 02/12/2026   |               | \$1,525.00  |  |  |
| PO#: | Voucher #: | 102032 | Invoice | Invoice No: 02/25/2026         | 2/25/2026                                | Paid Amt:     | \$1,525.00  |  |  |
|      |            |        |         |                                |  | Check Amount: | \$1,525.00  |  |  |
| FIN  | 71692      | 00226  | 00226   | <b>CENTER SPORTS INC</b>       |  | Check         |             |  |  |
|      |            |        | E 01    | 300 294 200 000 401            | General Supplies                         |               | \$810.55    |  |  |
| PO#: | Voucher #: | 102030 | Invoice | Invoice No: AAD015805-AA01     | 2/25/2026                                | Paid Amt:     | \$810.55    |  |  |
|      |            |        |         |                                |  | Check Amount: | \$810.55    |  |  |
| FIN  | 71693      | 10300  |         | <b>MSOPA</b>                   |  | Check         |             |  |  |
|      |            |        | E 01    | 005 640 173 316 366            | Curriculum Staff Development             |               | \$250.00    |  |  |
| PO#: | Voucher #: | 102044 | Invoice | Invoice No: 02/25/2026         | 2/25/2026                                | Paid Amt:     | \$250.00    |  |  |
|      |            |        |         |                                |  | Check Amount: | \$250.00    |  |  |
| FIN  | 71694      | 10576  |         | <b>ACCESS RESOURCE</b>         |  | Check         |             |  |  |
|      |            |        | E 01    | 300 405 000 740 393            | Sp Ed Contr Svcs Pup 2/2-2/6             |               | \$990.00    |  |  |
| PO#: | Voucher #: | 102036 | Invoice | Invoice No: 20260068           | 2/25/2026                                | Paid Amt:     | \$990.00    |  |  |
|      |            |        | E 01    | 300 405 000 740 393            | Sp Ed Contr Svcs Pup 2/9-2/13            |               | \$990.00    |  |  |
| PO#: | Voucher #: | 102035 | Invoice | Invoice No: 20260084           | 2/25/2026                                | Paid Amt:     | \$990.00    |  |  |
|      |            |        |         |                                |  | Check Amount: | \$1,980.00  |  |  |
| FIN  | 71695      | 9074   |         | <b>A-OX WELDING SUPPLY INC</b> |  | Check         |             |  |  |
|      |            |        | E 01    | 300 301 501 830 433            | Individualized Mat.                      |               | \$18.18     |  |  |
| PO#: | Voucher #: | 102039 | Invoice | Invoice No: 0000343145         | 2/25/2026                                | Paid Amt:     | \$18.18     |  |  |
|      |            |        |         |                                |  | Check Amount: | \$18.18     |  |  |
| FIN  | 71696      | 8925   |         | <b>BLUEPEAK</b>                |  | Check         |             |  |  |
|      |            |        | E 01    | 005 810 000 000 320            | Communications/Phone 2/10-3/9            |               | \$1,383.19  |  |  |
| PO#: | Voucher #: | 102049 | Invoice | Invoice No: 000459101          | 2/25/2026                                | Paid Amt:     | \$1,383.19  |  |  |
|      |            |        |         |                                |  | Check Amount: | \$1,383.19  |  |  |
| FIN  | 71697      | 5782   |         | <b>CENTERPOINT ENERGY</b>      |  | Check         |             |  |  |
|      |            |        | E 01    | 300 810 000 000 440            | Fuel For Buildings, NOV-DEC 2025 METER M |               | \$39,206.38 |  |  |
| PO#: | Voucher #: | 102038 | Invoice | Invoice No: 8000015159-9       | 2/25/2026                                | Paid Amt:     | \$39,206.38 |  |  |
|      |            |        |         |                                |  | Check Amount: | \$39,206.38 |  |  |
| FIN  | 71698      | 00063  |         | <b>CITY OF PIPESTONE</b>       |  | Check         |             |  |  |
|      |            |        | E 01    | 005 810 000 000 350            | Repair&maint Service, SALTING-SANDING JA |               | \$1,650.00  |  |  |
| PO#: | Voucher #: | 102040 | Invoice | Invoice No: 202602045871       | 2/25/2026                                | Paid Amt:     | \$1,650.00  |  |  |
|      |            |        |         |                                |  | Check Amount: | \$1,650.00  |  |  |

Detail Payment Register By Check

Check Number: 71676-71793 Payment Date: 7/1/2025-3/31/2026 Period: 202601-202609 Void Status: N

| Bank | Check No   | Code      | Rcd     | Vendor                                | Pmt/Void Date                        | Pmt Type                  |
|------|------------|-----------|---------|---------------------------------------|--------------------------------------|---------------------------|
| FIN  | 71699      | 00096     |         | <b>EDGERTON CHRISTIAN ELEM</b>        |                                      | Check                     |
|      |            |           | E 03    | 005 760 000 720 360                   | Transp Cntrt W/Public Reg, JAN. 2026 | \$3,456.00                |
| PO#: | Voucher #: | 102042    | Invoice | Invoice No: 02/25/2026                | 2/25/2026                            | Paid Amt: \$3,456.00      |
|      |            |           |         |                                       |                                      | Check Amount: \$3,456.00  |
| FIN  | 71701      | 01179     |         | <b>RATWIK ROSZAK &amp; MALONEY PA</b> |                                      | Check                     |
|      |            |           | E 01    | 005 010 113 000 305                   | Consult & Serv.fees JAN. 2026        | \$114.00                  |
| PO#: | Voucher #: | 102050    | Invoice | Invoice No: 02/25/2026                | 2/25/2026                            | Paid Amt: \$114.00        |
|      |            |           |         |                                       |                                      | Check Amount: \$114.00    |
| FIN  | 71702      | 9581      |         | <b>SDSU</b>                           |                                      | Check                     |
|      |            |           | E 01    | 300 258 233 000 369                   | Entry Fees/Student Travel            | \$40.00                   |
| PO#: | Voucher #: | 102045    | Invoice | Invoice No: 02/25/2026                | 2/25/2026                            | Paid Amt: \$40.00         |
|      |            |           |         |                                       |                                      | Check Amount: \$40.00     |
| FIN  | 71703      | 3697      |         | <b>SW/WC SERVICE COOPERATIVE</b>      |                                      | Check                     |
|      |            |           | E 01    | 005 605 000 000 316                   | Tech Services Purchased Coop         | \$10,051.16               |
|      |            |           | E 01    | 005 605 150 000 316                   | Data Processing Svcs                 | \$792.95                  |
| PO#: | Voucher #: | 102047    | Invoice | Invoice No: 80985                     | 2/25/2026                            | Paid Amt: \$10,844.11     |
|      |            |           |         |                                       |                                      | Check Amount: \$10,844.11 |
| FIN  | 71704      | 3697 3697 |         | <b>SW/WC SERVICE COOPERATIVE</b>      |                                      | Check                     |
|      |            |           | E 01    | 005 400 000 372 305                   | Consult & Serv.fees                  | \$1,399.53                |
|      |            |           | E 01    | 005 400 000 000 405                   | Non Instructional Comp Softwar       | \$720.95                  |
| PO#: | Voucher #: | 102046    | Invoice | Invoice No: 81126                     | 2/25/2026                            | Paid Amt: \$2,120.48      |
|      |            |           |         |                                       |                                      | Check Amount: \$2,120.48  |
| FIN  | 71705      | 9186      |         | <b>TAHER, INC.- BIN# 135092</b>       |                                      | Check                     |
|      |            |           | E 02    | 005 770 000 701 305                   | Consult & Serv.fees                  | \$74,897.18               |
| PO#: | Voucher #: | 102037    | Invoice | Invoice No: 0074798                   | 2/25/2026                            | Paid Amt: \$74,897.18     |
|      |            |           |         |                                       |                                      | Check Amount: \$74,897.18 |
| FIN  | 71706      | 7716      |         | <b>VERIZON WIRELESS</b>               |                                      | Check                     |
|      |            |           | E 01    | 005 810 000 000 320                   | Communications/Phone, JAN 2026       | \$470.02                  |
| PO#: | Voucher #: | 102048    | Invoice | Invoice No: 982981850-00001           | 2/25/2026                            | Paid Amt: \$470.02        |
|      |            |           |         |                                       |                                      | Check Amount: \$470.02    |
| FIN  | 71707      | 01252     |         | <b>NCPERS Group Life Ins</b>          |                                      | Check                     |
|      |            |           | B 01    | 215 034                               | UNIT NUMBER: 203411                  | \$32.00                   |
| PO#: | Voucher #: | 102051    | Invoice | Invoice No: M2026080                  | 2/25/2026                            | Paid Amt: \$32.00         |
|      |            |           |         |                                       |                                      | Check Amount: \$32.00     |
| FIN  | 71708      | 7348      |         | <b>Madison National Life</b>          | 20                                   | Check                     |
|      |            |           | B 01    | 215 032                               | Employer Paid Life                   | \$973.42                  |

Detail Payment Register By Check

Check Number: 71676-71793 Payment Date: 7/1/2025-3/31/2026 Period: 202601-202609 Void Status: N

| Bank | Check No   | Code   | Rcd     | Vendor                   | Pmt/Void Date                  | Pmt Type                 |
|------|------------|--------|---------|--------------------------|--------------------------------|--------------------------|
| FIN  | 71708      | 7348   |         | Madison National Life    |                                | Check                    |
|      |            |        | B 01    | 215 033                  | Supplemental Life              | \$123.23                 |
|      |            |        | B 01    | 215 031                  | LTD                            | \$599.36                 |
| PO#: | Voucher #: | 102052 | Invoice | Invoice No: M2026080     | 2/25/2026                      | Paid Amt: \$1,696.01     |
|      |            |        |         |                          |                                | Check Amount: \$1,696.01 |
| FIN  | 71709      | 00063  |         | CITY OF PIPESTONE        |                                | Check                    |
|      |            |        | E 01    | 005 810 183 000 330      | Utilities, WATER/SEWER         | \$173.41                 |
|      |            |        | E 01    | 005 810 183 000 330      | Utilities, WATER/SEWER         | \$63.83                  |
|      |            |        | E 01    | 005 810 183 000 330      | Utilities, WATER/SEWER         | \$2,005.73               |
|      |            |        | E 01    | 005 810 183 000 330      | Utilities, WATER/SEWER         | \$1,867.87               |
| PO#: | Voucher #: | 102059 | Invoice | Invoice No: 03/02/2026   | 3/2/2026                       | Paid Amt: \$4,110.84     |
|      |            |        |         |                          |                                | Check Amount: \$4,110.84 |
| FIN  | 71710      | 00276  |         | XCEL ENERGY              |                                | Check                    |
|      |            |        | E 01    | 005 810 184 000 330      | Electricity -JAN. 2026         | \$593.96                 |
| PO#: | Voucher #: | 102058 | Invoice | Invoice No: 51-6709448-8 | 3/2/2026                       | Paid Amt: \$593.96       |
|      |            |        |         |                          |                                | Check Amount: \$593.96   |
| FIN  | 71711      | 5249   |         | VISA                     |                                | Check                    |
|      |            |        | E 01    | 005 640 173 316 366      | Curriculum Staff Development   | \$273.00                 |
| PO#: | Voucher #: | 102061 | Invoice | Invoice No: 0671         | 3/2/2026                       | Paid Amt: \$273.00       |
|      |            |        |         |                          |                                | Check Amount: \$273.00   |
| FIN  | 71712      | 5249   |         | VISA                     |                                | Check                    |
|      |            |        | E 04    | 005 249 000 321 366      | Travel, DR. ED                 | \$34.29                  |
| PO#: | Voucher #: | 102063 | Invoice | Invoice No: 9913         | 3/2/2026                       | Paid Amt: \$34.29        |
|      |            |        |         |                          |                                | Check Amount: \$34.29    |
| FIN  | 71713      | 5249   |         | VISA                     |                                | Check                    |
|      |            |        | E 01    | 005 605 150 000 455      | NonInstructional Tech Supplies | \$201.42                 |
|      |            |        | E 01    | 005 605 150 000 329      | Postage & Express              | \$62.48                  |
|      |            |        | E 01    | 005 605 150 000 455      | NonInstructional Tech Supplies | \$10.45                  |
|      |            |        | E 01    | 005 605 150 000 350      | Repair&maint Service           | \$59.00                  |
|      |            |        | E 01    | 005 605 150 000 455      | NonInstructional Tech Supplies | \$88.00                  |
|      |            |        | E 01    | 005 605 150 000 350      | Repair&maint Service           | \$39.00                  |
|      |            |        | E 01    | 005 605 150 000 329      | Postage & Express              | \$17.88                  |
|      |            |        | E 01    | 005 605 150 000 350      | Repair&maint Service           | \$208.97                 |
|      |            |        | E 01    | 005 605 150 000 455      | NonInstructional Tech Supplies | \$10.68                  |
|      |            |        | E 01    | 005 605 150 000 329      | Postage & Express              | \$26.30                  |
|      |            |        | E 01    | 005 605 150 000 455      | NonInstructional Tech Supplies | \$58.75                  |

Detail Payment Register By Check

Check Number: 71676-71793 Payment Date: 7/1/2025-3/31/2026 Period: 202601-202609 Void Status: N

| Bank | Check No   | Code   | Rcd     | Vendor                 | Pmt/Void Date                  | Pmt Type                 |
|------|------------|--------|---------|------------------------|--------------------------------|--------------------------|
| FIN  | 71713      | 5249   |         | VISA                   |                                | Check                    |
|      |            |        | E       | 01 005 810 000 000 320 | Communications/Phone           | \$124.83                 |
|      |            |        | E       | 01 005 605 150 000 350 | Repair&maint Service           | \$198.88                 |
|      |            |        | E       | 01 005 605 150 000 455 | NonInstructional Tech Supplies | \$16.02                  |
|      |            |        | E       | 01 005 605 150 000 455 | NonInstructional Tech Supplies | \$7.99                   |
|      |            |        | E       | 01 005 605 150 000 455 | NonInstructional Tech Supplies | \$112.64                 |
| PO#: | Voucher #: | 102064 | Invoice | Invoice No: 5512       | 3/2/2026                       | Paid Amt: \$1,243.29     |
|      |            |        |         |                        |                                | Check Amount: \$1,243.29 |

| Bank | Check No | Code | Rcd | Vendor                 | Pmt/Void Date                | Pmt Type |
|------|----------|------|-----|------------------------|------------------------------|----------|
| FIN  | 71714    | 5249 |     | VISA                   |                              | Check    |
|      |          |      | E   | 01 005 640 173 316 366 | Curriculum Staff Development | \$10.85  |
|      |          |      | E   | 01 005 640 173 316 366 | Curriculum Staff Development | \$66.50  |
|      |          |      | E   | 01 005 640 173 316 366 | Curriculum Staff Development | \$58.85  |
|      |          |      | E   | 01 005 640 173 316 366 | Curriculum Staff Development | \$14.61  |
|      |          |      | E   | 01 005 640 173 316 366 | Curriculum Staff Development | \$10.43  |
|      |          |      | E   | 01 207 203 000 000 369 | Entry Fees/Student Travel    | \$40.24  |
|      |          |      | E   | 01 005 010 000 000 366 | Travel                       | \$58.42  |
|      |          |      | E   | 01 300 301 501 830 369 | Entry Fees/Student Travel    | \$24.53  |
|      |          |      | E   | 01 300 292 000 000 366 | Travel                       | \$40.57  |
|      |          |      | E   | 01 005 640 173 316 366 | Curriculum Staff Development | \$13.15  |
|      |          |      | E   | 01 005 640 173 316 366 | Curriculum Staff Development | \$26.33  |
|      |          |      | E   | 01 005 640 173 316 366 | Curriculum Staff Development | \$55.61  |
|      |          |      | E   | 01 300 301 501 830 369 | Entry Fees/Student Travel    | \$33.18  |
|      |          |      | E   | 01 300 292 000 000 366 | Travel                       | \$19.74  |
|      |          |      | E   | 01 300 301 501 830 369 | Entry Fees/Student Travel    | \$32.82  |
|      |          |      | E   | 01 300 294 210 000 369 | Entry Fees/Student Travel    | \$37.06  |
|      |          |      | E   | 01 005 640 173 316 366 | Curriculum Staff Development | \$34.53  |
|      |          |      | E   | 01 300 301 501 830 366 | Travel                       | \$13.24  |
|      |          |      | E   | 01 300 294 210 000 369 | Entry Fees/Student Travel    | \$48.73  |
|      |          |      | E   | 01 300 301 501 830 369 | Entry Fees/Student Travel    | \$16.69  |
|      |          |      | E   | 01 300 291 224 000 369 | Entry Fees/Student Travel    | \$30.21  |
|      |          |      | E   | 01 300 294 210 000 369 | Entry Fees/Student Travel    | \$32.80  |
|      |          |      | E   | 01 300 294 210 000 369 | Entry Fees/Student Travel    | \$37.00  |
|      |          |      | E   | 01 300 291 224 000 369 | Entry Fees/Student Travel    | \$22.83  |
|      |          |      | E   | 01 300 294 210 000 369 | Travel                       | \$54.18  |
|      |          |      | E   | 01 300 294 210 000 369 | Entry Fees/Student Travel    | \$60.44  |
|      |          |      | E   | 01 300 291 224 000 369 | Entry Fees/Student Travel    | \$21.89  |

Detail Payment Register By Check

Check Number: 71676-71793 Payment Date: 7/1/2025-3/31/2026 Period: 202601-202609 Void Status: N

| Bank | Check No   | Code   | Rcd     | Vendor              | Pmt/Void Date                       | Pmt Type               |
|------|------------|--------|---------|---------------------|-------------------------------------|------------------------|
| FIN  | 71714      | 5249   |         | VISA                |                                     | Check                  |
|      |            |        | E 01    | 300 294 201 000 366 | Travel                              | \$10.59                |
| PO#: | Voucher #: | 102065 | Invoice | Invoice No: 9871    | 3/2/2026                            | Paid Amt: \$926.02     |
|      |            |        |         |                     |                                     | Check Amount: \$926.02 |
| FIN  | 71715      | 5249   |         | VISA                |                                     | Check                  |
|      |            |        | E 01    | 005 640 173 316 401 | General Supplies                    | \$165.00               |
|      |            |        | E 01    | 300 640 173 316 401 | General Supplies                    | \$15.00                |
|      |            |        | E 01    | 300 294 200 000 366 | Travel                              | \$15.31                |
|      |            |        | E 01    | 300 294 200 000 366 | Travel                              | \$25.90                |
|      |            |        | E 01    | 300 294 200 000 366 | Travel                              | \$397.00               |
|      |            |        | E 01    | 300 294 200 000 366 | Travel                              | \$19.79                |
|      |            |        | E 01    | 300 294 200 000 366 | Travel                              | \$9.07                 |
|      |            |        | E 01    | 300 292 000 000 401 | General Supplies                    | \$12.81                |
|      |            |        | E 01    | 300 296 206 000 401 | General Supplies                    | \$183.02               |
|      |            |        | E 01    | 300 296 206 000 401 | General Supplies                    | \$25.47                |
|      |            |        | E 01    | 005 640 173 316 366 | Curriculum Staff Development        | \$18.01                |
|      |            |        | E 01    | 300 291 296 000 430 | Instructional Supply-Spring Musical | \$1,250.00             |
|      |            |        | E 01    | 300 292 000 000 366 | Travel                              | \$7.61                 |
|      |            |        | E 01    | 300 292 204 000 401 | General Supplies                    | \$942.84               |
|      |            |        | E 01    | 300 294 200 000 401 | General Supplies                    | \$234.91               |
|      |            |        | E 01    | 300 710 305 000 401 | General Supplies                    | \$357.67               |
|      |            |        | E 01    | 005 640 173 316 366 | Curriculum Staff Development        | \$140.00               |
|      |            |        | E 01    | 005 640 173 316 366 | Curriculum Staff Development        | \$295.00               |
|      |            |        | E 01    | 100 740 187 000 401 | General Supplies                    | \$721.38               |
|      |            |        | E 01    | 100 640 171 316 366 | Travel                              | \$440.16               |
|      |            |        | E 01    | 005 640 173 316 366 | Curriculum Staff Development        | \$27.37                |
|      |            |        | E 01    | 005 640 173 316 366 | Curriculum Staff Development        | \$23.78                |
|      |            |        | E 01    | 005 640 173 316 366 | Curriculum Staff Development        | \$22.00                |
|      |            |        | E 01    | 005 640 173 316 366 | Curriculum Staff Development        | \$119.38               |
|      |            |        | E 01    | 005 640 173 316 366 | Curriculum Staff Development        | \$715.52               |
|      |            |        | E 01    | 005 640 173 316 366 | Curriculum Staff Development        | \$6.45                 |
|      |            |        | E 01    | 005 640 173 316 366 | Curriculum Staff Development        | \$300.00               |
|      |            |        | E 01    | 005 640 173 316 366 | Curriculum Staff Development        | \$375.40               |
|      |            |        | E 01    | 005 640 173 316 366 | Curriculum Staff Development        | \$320.66               |
|      |            |        | E 01    | 005 640 173 316 366 | Curriculum Staff Development        | \$320.66               |
|      |            |        | E 01    | 005 810 000 000 366 | Travel 23                           | \$14.24                |
|      |            |        | E 01    | 005 810 000 000 401 | General Supplies                    | \$58.19                |

Detail Payment Register By Check

Check Number: 71676-71793 Payment Date: 7/1/2025-3/31/2026 Period: 202601-202609 Void Status: N

| Bank | Check No   | Code   | Rcd     | Vendor                 | Pmt/Void Date                             | Pmt Type                  |
|------|------------|--------|---------|------------------------|---|---------------------------|
| FIN  | 71715      | 5249   |         | VISA                   |   | Check                     |
|      |            |        | E 01    | 005 010 000 000 366    | Travel                                    | \$82.00                   |
|      |            |        | E 01    | 005 010 000 000 366    | Travel                                    | \$82.60                   |
|      |            |        | E 01    | 005 010 000 000 366    | Travel                                    | \$349.63                  |
|      |            |        | E 01    | 005 010 000 000 366    | Travel                                    | \$34.63                   |
|      |            |        | E 01    | 005 640 173 316 366    | Curriculum Staff Development              | \$625.00                  |
|      |            |        | E 01    | 103 203 171 000 401    | General Supplies                          | \$150.00                  |
|      |            |        | E 01    | 103 200 171 000 430    | Instructional Supply                      | \$37.70                   |
|      |            |        | E 01    | 300 301 501 830 433    | Individualized Mat.                       | \$65.93                   |
|      |            |        | E 01    | 300 620 591 000 470    | Library Books                             | \$238.56                  |
|      |            |        | E 01    | 300 420 000 740 433    | Individualized Mat.                       | \$21.53                   |
|      |            |        | E 01    | 300 301 501 830 433    | Individualized Mat.                       | \$415.99                  |
|      |            |        | E 01    | 300 301 501 830 433    | Instructional Supply                      | \$70.00                   |
|      |            |        | E 01    | 300 260 172 000 430    | Instructional Supply                      | \$12.96                   |
|      |            |        | E 01    | 300 260 172 000 430    | Curriculum Staff Development              | \$48.34                   |
|      |            |        | E 01    | 300 361 172 830 433    | Individualized Mat.                       | \$483.89                  |
|      |            |        | E 01    | 005 640 173 316 366    | Curriculum Staff Development              | \$168.00                  |
|      |            |        | E 01    | 300 301 501 830 433    | Individualized Mat.                       | \$199.29                  |
|      |            |        | E 01    | 300 301 501 830 433    | Individualized Mat.                       | \$1,015.29                |
|      |            |        | E 01    | 300 211 180 000 401    | General Supplies                          | \$92.17                   |
|      |            |        | E 01    | 300 258 234 000 430    | Instructional Supply                      | \$11.50                   |
|      |            |        | E 01    | 300 211 180 000 401    | General Supplies                          | \$83.97                   |
|      |            |        | E 01    | 300 331 172 830 433    | Individualized Mat.                       | \$129.48                  |
|      |            |        | E 01    | 300 256 173 302 406    | Instructional Software License            | \$13.50                   |
|      |            |        | E 01    | 300 260 172 000 406    | Instructional Software License            | \$12.50                   |
|      |            |        | E 01    | 300 301 501 830 433    | Individualized Mat.                       | \$381.31                  |
|      |            |        | E 01    | 300 420 000 740 433    | Individualized Mat.                       | \$23.66                   |
|      |            |        | E 01    | 300 331 172 830 433    | Individualized Mat.                       | \$105.99                  |
|      |            |        | E 01    | 005 640 173 316 401    | General Supplies                          | (\$165.00)                |
|      |            |        | E 01    | 103 640 173 316 366    | General Supplies                          | \$165.00                  |
| PO#: | Voucher #: | 102066 | Invoice | Invoice No: 9897       | 3/3/2026                                  | Paid Amt: \$12,535.02     |
|      |            |        |         |                        |   | Check Amount: \$12,535.02 |
| FIN  | 71716      | 01466  |         | HADLEY LIONS           |   | Check                     |
|      |            |        | E 01    | 300 294 200 000 369    | Entry Fees/Student Travel JR HIGH BASEBAL | \$50.00                   |
| PO#: | Voucher #: | 102069 | Invoice | Invoice No: 03/03/2026 | 3/3/2026                                  | Paid Amt: \$50.00         |
|      |            |        |         |                        | 24  | Check Amount: \$50.00     |

Detail Payment Register By Check

Check Number: 71676-71793 Payment Date: 7/1/2025-3/31/2026 Period: 202601-202609 Void Status: N

| Bank       | Check No   | Code   | Rcd     | Vendor                            | Pmt/Void Date                     | Pmt Type |               |          |  |
|------------|------------|--------|---------|-----------------------------------|-----------------------------------|----------|---------------|----------|--|
| FIN        | 71717      | 7261   |         | RTR HIGH SCHOOL                   |                                   | Check    |               |          |  |
|            |            |        | E 01    | 300 291 220 000 369               | Entry Fees/Student Travel, SPEECH |          | \$42.00       |          |  |
| PO#:       | Voucher #: | 102070 | Invoice | Invoice No:                       | 03/03/2026                        | 3/3/2026 | Paid Amt:     | \$42.00  |  |
|            |            |        |         |                                   |                                   |          | Check Amount: | \$42.00  |  |
| FIN        | 71718      | 10604  |         | WINDOM COMMUNITY CENTER           |                                   | Check    |               |          |  |
|            |            |        | E 01    | 300 296 201 000 369               | Entry Fees/Student Travel, GBB    |          | \$100.00      |          |  |
| PO#:       | Voucher #: | 102071 | Invoice | Invoice No:                       | 03/03/2026                        | 3/3/2026 | Paid Amt:     | \$100.00 |  |
|            |            |        |         |                                   |                                   |          | Check Amount: | \$100.00 |  |
| FIN        | 71719      | 6813   |         | COBORN'S INC.                     |                                   | Check    |               |          |  |
|            |            |        | E 01    | 300 720 000 000 401               | Cases of Kleenex for MS/HS        |          | \$960.00      |          |  |
| PO#: 19102 | Voucher #: | 102072 | Invoice | Invoice No:                       | 03/03/2026                        | 3/3/2026 | Paid Amt:     | \$960.00 |  |
|            |            |        |         |                                   |                                   |          | Check Amount: | \$960.00 |  |
| FIN        | 71720      | 5020   |         | BAND SHOPPE                       |                                   | Check    |               |          |  |
|            |            |        | E 01    | 300 258 233 000 430               | #706920 Folio Replacement Sheets  |          | \$182.85      |          |  |
|            |            |        | E 01    | 300 258 233 000 430               | Shipping                          |          | \$23.95       |          |  |
| PO#: 19088 | Voucher #: | 102083 | Invoice | Invoice No:                       | SI222570                          | 3/4/2026 | Paid Amt:     | \$206.80 |  |
|            |            |        |         |                                   |                                   |          | Check Amount: | \$206.80 |  |
| FIN        | 71721      | 4776   |         | BRANDON VALLEY BAND PARENTS       |                                   | Check    |               |          |  |
|            |            |        | E 01    | 300 258 233 000 369               | Entry Fees/Student Travel         |          | \$200.00      |          |  |
| PO#:       | Voucher #: | 102080 | Invoice | Invoice No:                       | 03/04/2026                        | 3/4/2026 | Paid Amt:     | \$200.00 |  |
|            |            |        |         |                                   |                                   |          | Check Amount: | \$200.00 |  |
| FIN        | 71722      | 10053  |         | COORDINATED BUSINESS SERVICES LTD |                                   | Check    |               |          |  |
|            |            |        | E 01    | 005 110 000 000 335               | Short Term Rentals, 2/1-2/28      |          | \$3.42        |          |  |
| PO#:       | Voucher #: | 102091 | Invoice | Invoice No:                       | 524969                            | 3/4/2026 | Paid Amt:     | \$3.42   |  |
|            |            |        |         |                                   |                                   |          | Check Amount: | \$3.42   |  |
| FIN        | 71723      | 10461  |         | COPPER PENNY                      |                                   | Check    |               |          |  |
|            |            |        | E 01    | 300 296 205 000 401               | General Supplies                  |          | \$75.00       |          |  |
| PO#:       | Voucher #: | 102074 | Invoice | Invoice No:                       | 00000                             | 3/4/2026 | Paid Amt:     | \$75.00  |  |
|            |            |        |         |                                   |                                   |          | Check Amount: | \$75.00  |  |
| FIN        | 71724      | 8602   |         | DOUGLAS J VERMEER O.D.            |                                   | Check    |               |          |  |
|            |            |        | E 01    | 100 740 187 000 401               | General Supplies                  |          | \$255.00      |          |  |
| PO#:       | Voucher #: | 102073 | Invoice | Invoice No:                       | 89578                             | 3/4/2026 | Paid Amt:     | \$255.00 |  |
|            |            |        |         |                                   |                                   |          | Check Amount: | \$255.00 |  |

Detail Payment Register By Check

Check Number: 71676-71793 Payment Date: 7/1/2025-3/31/2026 Period: 202601-202609 Void Status: N

| Bank | Check No   | Code   | Rcd     | Vendor                     | Pmt/Void Date                 | Pmt Type                 |
|------|------------|--------|---------|----------------------------|-------------------------------|--------------------------|
| FIN  | 71725      | 5168   |         | J. W. PEPPER & SON, INC.   |                               | Check                    |
|      |            |        | E 01    | 300 258 234 000 430        | Instructional Supply          | \$18.49                  |
| PO#: | Voucher #: | 102077 | Invoice | Invoice No: 368272981      | 3/4/2026                      | Paid Amt: \$18.49        |
|      |            |        |         |                            |                               | Check Amount: \$18.49    |
| FIN  | 71726      | 7865   |         | MUSIC STREET               |                               | Check                    |
|      |            |        | E 01    | 300 258 233 000 430        | Instructional Supply          | \$38.00                  |
| PO#: | Voucher #: | 102086 | Invoice | Invoice No: 216684893      | 3/4/2026                      | Paid Amt: \$38.00        |
|      |            |        | E 01    | 300 258 233 000 430        | Instructional Supply          | \$50.00                  |
| PO#: | Voucher #: | 102089 | Invoice | Invoice No: 216046459      | 3/4/2026                      | Paid Amt: \$50.00        |
|      |            |        | E 01    | 300 258 233 000 430        | Instructional Supply          | \$150.00                 |
| PO#: | Voucher #: | 102085 | Invoice | Invoice No: 217034108      | 3/4/2026                      | Paid Amt: \$150.00       |
|      |            |        | E 01    | 300 258 233 000 430        | Instructional Supply          | \$40.00                  |
| PO#: | Voucher #: | 102088 | Invoice | Invoice No: 2160112000     | 3/4/2026                      | Paid Amt: \$40.00        |
|      |            |        | E 01    | 300 258 233 000 430        | Instructional Supply          | \$35.00                  |
| PO#: | Voucher #: | 102090 | Invoice | Invoice No: 2165550551     | 3/4/2026                      | Paid Amt: \$35.00        |
|      |            |        | E 01    | 300 258 233 000 430        | Instructional Supply          | \$33.00                  |
| PO#: | Voucher #: | 102087 | Invoice | Invoice No: 216684654      | 3/4/2026                      | Paid Amt: \$33.00        |
|      |            |        | E 01    | 300 258 233 000 430        | Instructional Supply          | \$85.00                  |
| PO#: | Voucher #: | 102084 | Invoice | Invoice No: 217369917      | 3/4/2026                      | Paid Amt: \$85.00        |
|      |            |        |         |                            |                               | Check Amount: \$431.00   |
| FIN  | 71727      | 9413   |         | PH PERCUSSION              |                               | Check                    |
|      |            |        | E 01    | 300 258 233 000 305        | Consult & Serv.fees Band      | \$450.00                 |
| PO#: | Voucher #: | 102082 | Invoice | Invoice No: 03/04/2026     | 3/4/2026                      | Paid Amt: \$450.00       |
|      |            |        |         |                            |                               | Check Amount: \$450.00   |
| FIN  | 71728      | 9952   |         | POPPLERS MUSIC INC         |                               | Check                    |
|      |            |        | E 01    | 300 258 233 000 430        | Instructional Supply          | \$492.66                 |
| PO#: | Voucher #: | 102078 | Invoice | Invoice No: 3165287        | 3/4/2026                      | Paid Amt: \$492.66       |
|      |            |        | E 01    | 300 258 233 000 430        | Instructional Supply          | \$29.98                  |
| PO#: | Voucher #: | 102079 | Invoice | Invoice No: 3165529        | 3/4/2026                      | Paid Amt: \$29.98        |
|      |            |        |         |                            |                               | Check Amount: \$522.64   |
| FIN  | 71729      | 9927   |         | QUADIENT LEASING USA, INC, |                               | Check                    |
|      |            |        | E 01    | 005 110 000 000 335        | Short Term Rentals, 3/14-6/13 | \$1,182.54               |
| PO#: | Voucher #: | 102076 | Invoice | Invoice No: Q2221500       | 3/4/2026                      | Paid Amt: \$1,182.54     |
|      |            |        |         |                            |                               | Check Amount: \$1,182.54 |

Detail Payment Register By Check

Check Number: 71676-71793 Payment Date: 7/1/2025-3/31/2026 Period: 202601-202609 Void Status: N

| Bank | Check No   | Code   | Rcd     | Vendor                     |                                      | Pmt/Void Date |             | Pmt Type                  |
|------|------------|--------|---------|----------------------------|--------------------------------------|---------------|-------------|---------------------------|
| FIN  | 71730      | 6446   |         | TRANE                      |                                      |               |             | Check                     |
|      |            |        | E 01    | 005 810 000 000 350        | Repair&maint Service                 |               | \$4,021.14  |                           |
| PO#: | Voucher #: | 102075 | Invoice | Invoice No: 990409018      |                                      | 3/4/2026      |             | Paid Amt: \$4,021.14      |
|      |            |        |         |                            |                                      |               |             | Check Amount: \$4,021.14  |
| FIN  | 71731      | 8792   |         | WASECA CLASSIC, INC        |                                      |               |             | Check                     |
|      |            |        | E 01    | 300 258 233 000 369        | Entry Fees/Student Travel            |               | \$125.00    |                           |
| PO#: | Voucher #: | 102081 | Invoice | Invoice No: 03/04/2026     |                                      | 3/4/2026      |             | Paid Amt: \$125.00        |
|      |            |        |         |                            |                                      |               |             | Check Amount: \$125.00    |
| FIN  | 71732      | 5628   |         | PIPESTONE COUNTRY CLUB     |                                      |               |             | Check                     |
|      |            |        | E 01    | 300 292 204 000 335        | Short Term Rentals                   |               | \$12,940.00 |                           |
| PO#: | Voucher #: | 102093 | Invoice | Invoice No: 03/04/2026     |                                      | 3/4/2026      |             | Paid Amt: \$12,940.00     |
|      |            |        |         |                            |                                      |               |             | Check Amount: \$12,940.00 |
| FIN  | 71733      | 00224  |         | LUDOLPH BUS INCORPORATED   |                                      |               |             | Check                     |
|      |            |        | E 03    | 005 760 000 720 360        | Transp Cntrt W/Public Reg. FEB, 2026 |               | \$67,385.92 |                           |
| PO#: | Voucher #: | 102095 | Invoice | Invoice No: 2113           |                                      | 3/6/2026      |             | Paid Amt: \$67,385.92     |
|      |            |        |         |                            |                                      |               |             | Check Amount: \$67,385.92 |
| FIN  | 71734      | 00224  |         | LUDOLPH BUS INCORPORATED   |                                      |               |             | Check                     |
|      |            |        | E 01    | 300 296 205 733 360        | Transp Cntrt W/Public                |               | \$622.29    |                           |
|      |            |        | E 01    | 300 296 201 733 360        | Transp Cntrt W/Public GBB Travel     |               | \$319.73    |                           |
|      |            |        | E 01    | 300 294 201 733 360        | Transp Cntrt W/Public BB             |               | \$319.72    |                           |
|      |            |        | E 01    | 300 296 201 733 360        | Transp Cntrt W/Public GBB Travel     |               | \$751.70    |                           |
|      |            |        | E 01    | 300 294 201 733 360        | Transp Cntrt W/Public BB             |               | \$751.70    |                           |
|      |            |        | E 01    | 300 296 201 733 360        | Transp Cntrt W/Public GBB Travel     |               | \$453.25    |                           |
|      |            |        | E 01    | 300 294 201 733 360        | Transp Cntrt W/Public BB             |               | \$453.25    |                           |
| PO#: | Voucher #: | 102094 | Invoice | Invoice No: 4458           |                                      | 3/6/2026      |             | Paid Amt: \$3,671.64      |
|      |            |        |         |                            |                                      |               |             | Check Amount: \$3,671.64  |
| FIN  | 71735      | 10605  |         | KELSEY KOOIMAN PHOTOGRAPHY |                                      |               |             | Check                     |
|      |            |        | E 01    | 300 292 000 000 401        | General Supplies                     |               | \$600.00    |                           |
| PO#: | Voucher #: | 102096 | Invoice | Invoice No: 1129           |                                      | 3/6/2026      |             | Paid Amt: \$600.00        |
|      |            |        |         |                            |                                      |               |             | Check Amount: \$600.00    |
| FIN  | 71736      | 00224  |         | LUDOLPH BUS INCORPORATED   |                                      |               |             | Check                     |
|      |            |        | E 01    | 300 296 201 733 360        | Transp Cntrt W/Public GBB Travel     |               | \$135.68    |                           |
|      |            |        | E 01    | 300 296 201 733 360        | Transp Cntrt W/Public GBB Travel     |               | \$97.75     |                           |
|      |            |        | E 01    | 300 294 210 733 360        | Transp Cntrt W/Public Wrestling      |               | \$228.96    |                           |
|      |            |        | E 01    | 300 294 210 733 360        | Transp Cntrt W/Public Wrestling      |               | \$120.75    |                           |
|      |            |        | E 01    | 300 291 220 733 360        | Transp Cntrt W/Public                |               | \$277.72    |                           |

Detail Payment Register By Check

Check Number: 71676-71793 Payment Date: 7/1/2025-3/31/2026 Period: 202601-202609 Void Status: N

| Bank | Check No | Code  | Rcd  | Vendor                   | Pmt/Void Date                    | Pmt Type   |
|------|----------|-------|------|--------------------------|----------------------------------|------------|
| FIN  | 71736    | 00224 |      | LUDOLPH BUS INCORPORATED |                                  | Check      |
|      |          |       | E 01 | 300 291 220 733 360      | Transp Cntrt W/Public            | \$184.00   |
|      |          |       | E 01 | 300 294 210 733 360      | Transp Cntrt W/Public Wrestling  | \$207.76   |
|      |          |       | E 01 | 300 294 210 733 360      | Transp Cntrt W/Public Wrestling  | \$63.25    |
|      |          |       | E 01 | 300 296 201 733 360      | Transp Cntrt W/Public GBB Travel | \$265.00   |
|      |          |       | E 01 | 300 296 201 733 360      | Transp Cntrt W/Public GBB Travel | \$115.00   |
|      |          |       | E 01 | 300 291 220 733 360      | Transp Cntrt W/Public            | \$364.64   |
|      |          |       | E 01 | 300 291 220 733 360      | Transp Cntrt W/Public            | \$132.25   |
|      |          |       | E 01 | 300 291 220 733 360      | Transp Cntrt W/Public            | \$195.04   |
|      |          |       | E 01 | 300 291 220 733 360      | Transp Cntrt W/Public            | \$149.50   |
|      |          |       | E 01 | 300 294 210 733 360      | Transp Cntrt W/Public Wrestling  | \$318.00   |
|      |          |       | E 01 | 300 294 210 733 360      | Transp Cntrt W/Public Wrestling  | \$120.75   |
|      |          |       | E 01 | 300 296 205 733 360      | Transp Cntrt W/Public            | \$362.52   |
|      |          |       | E 01 | 300 296 205 733 360      | Transp Cntrt W/Public            | \$166.75   |
|      |          |       | E 01 | 300 294 201 733 360      | Transp Cntrt W/Public BB         | \$284.08   |
|      |          |       | E 01 | 300 294 201 733 360      | Transp Cntrt W/Public BB         | \$132.25   |
|      |          |       | E 01 | 005 640 173 316 366      | Curriculum Staff Development     | \$44.98    |
|      |          |       | E 01 | 103 201 000 733 360      | Transp Cntrt W/Public            | \$85.50    |
|      |          |       | E 01 | 300 291 220 733 360      | Transp Cntrt W/Public            | \$127.20   |
|      |          |       | E 01 | 300 291 220 733 360      | Transp Cntrt W/Public            | \$143.75   |
|      |          |       | E 01 | 300 294 210 733 360      | Transp Cntrt W/Public Wrestling  | \$339.20   |
|      |          |       | E 01 | 300 294 210 733 360      | Transp Cntrt W/Public Wrestling  | \$235.75   |
|      |          |       | E 01 | 300 291 220 733 360      | Transp Cntrt W/Public            | \$207.76   |
|      |          |       | E 01 | 300 291 220 733 360      | Transp Cntrt W/Public            | \$207.00   |
|      |          |       | E 01 | 300 291 220 733 360      | Transp Cntrt W/Public            | \$203.52   |
|      |          |       | E 01 | 300 291 220 733 360      | Transp Cntrt W/Public            | \$138.00   |
|      |          |       | E 01 | 300 294 201 733 360      | Transp Cntrt W/Public BB         | \$407.04   |
|      |          |       | E 01 | 300 294 201 733 360      | Transp Cntrt W/Public BB         | \$97.75    |
|      |          |       | E 01 | 300 291 220 733 360      | Transp Cntrt W/Public            | \$402.80   |
|      |          |       | E 01 | 300 291 220 733 360      | Transp Cntrt W/Public            | \$184.00   |
|      |          |       | E 01 | 300 420 000 723 360      | Transp Cntrt W/Public            | \$76.00    |
|      |          |       | E 03 | 005 760 000 713 360      | Transp Cntrt W/Public            | \$246.62   |
|      |          |       | E 03 | 005 760 000 713 360      | Transp Cntrt W/Public            | \$313.88   |
|      |          |       | E 03 | 005 760 000 713 360      | Transp Cntrt W/Public            | \$448.40   |
|      |          |       | E 04 | 005 582 000 344 360      | Transp Cntrt W/Public            | \$8,168.20 |
|      |          |       | E 03 | 005 760 000 713 360      | Transp Cntrt W/Public 28         | \$2,568.80 |
|      |          |       | E 03 | 005 760 000 723 360      | Transp Cntrt W/Public Handicap   | \$5,915.00 |

Detail Payment Register By Check

Check Number: 71676-71793 Payment Date: 7/1/2025-3/31/2026 Period: 202601-202609 Void Status: N

| Bank        | Check No          | Code          | Rcd     | Vendor                                   | Pmt/Void Date                  | Pmt Type                         |
|-------------|-------------------|---------------|---------|--|--------------------------------|----------------------------------|
| FIN         | 71736             | 00224         |         | <b>LUDOLPH BUS INCORPORATED</b>          |                                | Check                            |
|             |                   |               | E 03    | 005 760 000 723 360                      | Transp Cntrt W/Public Handicap | \$1,642.68                       |
|             |                   |               | E 03    | 005 760 000 723 360                      | Transp Cntrt W/Public Handicap | \$722.00                         |
|             |                   |               | E 03    | 005 760 000 723 360                      | Transp Cntrt W/Public Handicap | \$114.00                         |
|             |                   |               | E 03    | 005 760 000 723 360                      | Transp Cntrt W/Public Handicap | \$1,541.28                       |
|             |                   |               | E 03    | 005 760 000 723 360                      | Transp Cntrt W/Public Handicap | \$1,541.28                       |
|             |                   |               | E 03    | 005 760 000 723 360                      | Transp Cntrt W/Public Handicap | \$154.00                         |
|             |                   |               | E 03    | 005 760 000 723 360                      | Transp Cntrt W/Public Handicap | \$4,750.00                       |
|             |                   |               | E 03    | 005 760 000 723 360                      | Transp Cntrt W/Public Handicap | \$1,083.00                       |
|             |                   |               | E 03    | 005 760 000 723 360                      | Transp Cntrt W/Public Handicap | \$1,673.10                       |
|             |                   |               | E 03    | 005 760 000 723 360                      | Transp Cntrt W/Public Handicap | \$152.00                         |
|             |                   |               | E 03    | 005 760 000 723 360                      | Transp Cntrt W/Public Handicap | \$6,388.20                       |
|             |                   |               | E 03    | 005 760 000 723 360                      | Transp Cntrt W/Public Handicap | \$418.00                         |
|             |                   |               | E 03    | 005 760 000 723 360                      | Transp Cntrt W/Public Handicap | \$153.60                         |
|             |                   |               | E 03    | 005 760 000 723 360                      | Transp Cntrt W/Public Handicap | \$153.60                         |
|             |                   |               | E 03    | 005 760 000 723 360                      | Transp Cntrt W/Public Handicap | \$2,298.40                       |
|             |                   |               | E 03    | 005 760 000 723 360                      | Transp Cntrt W/Public Handicap | \$5,627.70                       |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>102097</b> | Invoice | <b>Invoice No: 2114</b>                  | <b>3/6/2026</b>                | <b>Paid Amt: \$52,895.64</b>     |
|             |                   |               |         |  |                                | <b>Check Amount: \$52,895.64</b> |
| FIN         | 71737             | 10606         |         | <b>SONJA ORTMAN</b>                      |                                | Check                            |
|             |                   |               | E 01    | 005 020 264 000 490                      | Food                           | \$76.01                          |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>102098</b> | Invoice | <b>Invoice No: 03/06/2026</b>            | <b>3/6/2026</b>                | <b>Paid Amt: \$76.01</b>         |
|             |                   |               |         |  |                                | <b>Check Amount: \$76.01</b>     |
| FIN         | 71738             | 10024         |         | <b>Acellus Educational Services, LLC</b> |                                | Check                            |
|             |                   |               | E 01    | 300 211 150 000 406                      | Instructional Software License | \$3,634.00                       |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>102100</b> | Invoice | <b>Invoice No: 114118</b>                | <b>3/9/2026</b>                | <b>Paid Amt: \$3,634.00</b>      |
|             |                   |               |         |  |                                | <b>Check Amount: \$3,634.00</b>  |
| FIN         | 71739             | 5949          |         | <b>CDW GOVERNMENT, INC.</b>              |                                | Check                            |
|             |                   |               | E 01    | 005 605 150 000 455                      | NonInstructional Tech Supplies | \$39.78                          |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>102106</b> | Invoice | <b>Invoice No: AI1MW8J</b>               | <b>3/9/2026</b>                | <b>Paid Amt: \$39.78</b>         |
|             |                   |               | E 01    | 005 605 150 000 455                      | NonInstructional Tech Supplies | \$22.38                          |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>102107</b> | Invoice | <b>Invoice No: Ai2WS5R</b>               | <b>3/9/2026</b>                | <b>Paid Amt: \$22.38</b>         |
|             |                   |               | E 01    | 103 203 171 000 401                      | General Supplies               | \$37.52                          |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>102108</b> | Invoice | <b>Invoice No: AI2I27Z</b>               | <b>3/9/2026</b>                | <b>Paid Amt: \$37.52</b>         |
|             |                   |               |         |  |                                | <b>Check Amount: \$99.68</b>     |
| FIN         | 71740             | 10601         |         | <b>DAVID LAROCHELLE</b>                  |                                | Check                            |
|             |                   |               | E 01    | 300 620 591 000 305                      | Consult & Serv.fees            | \$1,000.00                       |

Detail Payment Register By Check

Check Number: 71676-71793 Payment Date: 7/1/2025-3/31/2026 Period: 202601-202609 Void Status: N

| Bank | Check No   | Code   | Rcd     | Vendor                          | Pmt/Void Date                          | Pmt Type                 |
|------|------------|--------|---------|---------------------------------|--|--------------------------|
| FIN  | 71740      | 10601  |         | DAVID LAROCHELLE                |  | Check                    |
|      |            |        | E 01    | 103 620 591 000 305             | Consult & Serv.fees                    | \$750.00                 |
| PO#: | Voucher #: | 102103 | Invoice | Invoice No: 643593              | 3/9/2026                               | Paid Amt: \$1,750.00     |
|      |            |        |         |                                 |  | Check Amount: \$1,750.00 |
| FIN  | 71741      | 8719   |         | HAUFF MID-AMERICA               |  | Check                    |
|      |            |        | E 01    | 300 292 208 000 401             | General Supplies                       | \$420.00                 |
| PO#: | Voucher #: | 102109 | Invoice | Invoice No: 192173              | 3/9/2026                               | Paid Amt: \$420.00       |
|      |            |        |         |                                 |  | Check Amount: \$420.00   |
| FIN  | 71742      | 00256  |         | 00256-1 HILLYARD INC            |  | Check                    |
|      |            |        | E 01    | 005 810 000 000 401             | General Supplies                       | \$809.21                 |
| PO#: | Voucher #: | 102112 | Invoice | Invoice No: 606024705           | 3/9/2026                               | Paid Amt: \$809.21       |
|      |            |        |         |                                 |  | Check Amount: \$809.21   |
| FIN  | 71743      | 00256  |         | HILLYARD INC/ SIOUX FALLS       |  | Check                    |
|      |            |        | E 01    | 005 810 000 000 401             | General Supplies                       | \$340.90                 |
| PO#: | Voucher #: | 102101 | Invoice | Invoice No: 90023429            | 3/9/2026                               | Paid Amt: \$340.90       |
|      |            |        | E 01    | 005 810 000 000 401             | General Supplies                       | \$942.65                 |
| PO#: | Voucher #: | 102113 | Invoice | Invoice No: 606024706           | 3/9/2026                               | Paid Amt: \$942.65       |
|      |            |        | E 01    | 005 810 000 000 401             | General Supplies                       | \$127.54                 |
| PO#: | Voucher #: | 102116 | Invoice | Invoice No: 606012515           | 3/9/2026                               | Paid Amt: \$127.54       |
|      |            |        | E 01    | 005 810 000 000 401             | General Supplies                       | \$452.40                 |
| PO#: | Voucher #: | 102114 | Invoice | Invoice No: 606019319           | 3/9/2026                               | Paid Amt: \$452.40       |
|      |            |        |         |                                 |  | Check Amount: \$1,863.49 |
| FIN  | 71744      | 9518   |         | INNOVATIVE OFFICE SOLUTIONS LLC |  | Check                    |
|      |            |        | E 01    | 300 050 172 000 401             | UNV43651 Marker, Dry, Erase, CHsl, Bk  | \$9.12                   |
|      |            |        | E 01    | 300 050 172 000 401             | ITA01017 Marker, Dry Erase, Bullet, DZ | \$10.16                  |
| PO#: | Voucher #: | 102102 | Invoice | Invoice No: 5054817             | 3/9/2026                               | Paid Amt: \$19.28        |
|      |            |        |         |                                 |  | Check Amount: \$19.28    |
| FIN  | 71745      | 7353   |         | JACK OF TRADES                  |  | Check                    |
|      |            |        | E 01    | 005 810 000 000 350             | Repair&maint Service                   | \$305.35                 |
| PO#: | Voucher #: | 102111 | Invoice | Invoice No: 202510102           | 3/9/2026                               | Paid Amt: \$305.35       |
|      |            |        |         |                                 |  | Check Amount: \$305.35   |
| FIN  | 71746      | 3814   |         | MASA/MASE                       |  | Check                    |
|      |            |        | E 01    | 005 020 000 000 305             | Consult & Serv.fees                    | \$857.00                 |
| PO#: | Voucher #: | 102110 | Invoice | Invoice No: 03/09/2026          | 3/9/2026                               | Paid Amt: \$857.00       |
|      |            |        |         |                                 |  | Check Amount: \$857.00   |

Detail Payment Register By Check

Check Number: 71676-71793 Payment Date: 7/1/2025-3/31/2026 Period: 202601-202609 Void Status: N

| Bank | Check No   | Code   | Rcd     | Vendor                       | Pmt/Void Date                  | Pmt Type                 |
|------|------------|--------|---------|------------------------------|--------------------------------|--------------------------|
| FIN  | 71747      | 00300  |         | PIPESTONE PUBLISHING CO INC  |                                | Check                    |
|      |            |        | E 01    | 005 010 000 000 305          | Consult & Serv.fees, FEB. 2026 | \$626.70                 |
| PO#: | Voucher #: | 102099 | Invoice | Invoice No: 03/09/2026       | 3/9/2026                       | Paid Amt: \$626.70       |
|      |            |        |         |                              |                                | Check Amount: \$626.70   |
| FIN  | 71748      | 9994   |         | QUADIENT FINANCE USA, INC    |                                | Check                    |
|      |            |        | E 01    | 005 020 000 000 329          | Postage & Express              | \$1,000.00               |
| PO#: | Voucher #: | 102117 | Invoice | Invoice No: 7900044080886389 | 3/9/2026                       | Paid Amt: \$1,000.00     |
|      |            |        |         |                              |                                | Check Amount: \$1,000.00 |
| FIN  | 71749      | 10211  |         | SOUTHWEST GLASS CENTER INC   |                                | Check                    |
|      |            |        | E 01    | 005 810 000 000 350          | Repair&maint Service           | \$142.50                 |
| PO#: | Voucher #: | 102115 | Invoice | Invoice No: 114035           | 3/9/2026                       | Paid Amt: \$142.50       |
|      |            |        |         |                              |                                | Check Amount: \$142.50   |
| FIN  | 71750      | 9721   |         | SUMMIT FIRE PROTECTION CO    |                                | Check                    |
|      |            |        | E 01    | 005 865 000 363 350          | Repair&maint Service           | \$911.50                 |
| PO#: | Voucher #: | 102104 | Invoice | Invoice No: 3873208          | 3/9/2026                       | Paid Amt: \$911.50       |
|      |            |        |         |                              |                                | Check Amount: \$911.50   |
| FIN  | 71751      | 10603  |         | THE CBORD GROUP LLC          |                                | Check                    |
|      |            |        | E 02    | 005 770 000 707 465          | Non-Instructional Tech Devices | \$1,528.52               |
| PO#: | Voucher #: | 102105 | Invoice | Invoice No: 147373           | 3/9/2026                       | Paid Amt: \$1,528.52     |
|      |            |        |         |                              |                                | Check Amount: \$1,528.52 |
| FIN  | 71752      | 6828   |         | Van Dyke Sanitation, Inc     |                                | Check                    |
|      |            |        | E 01    | 005 810 182 000 330          | Garbage 02/01-02/28            | \$1,542.00               |
| PO#: | Voucher #: | 102118 | Invoice | Invoice No: 4079             | 3/9/2026                       | Paid Amt: \$1,542.00     |
|      |            |        |         |                              |                                | Check Amount: \$1,542.00 |
| FIN  | 71753      | 10232  |         | AMAZON CAPITAL SERVICES      |                                | Check                    |
|      |            |        | E 01    | 300 408 000 740 401          | General Supplies               | \$10.90                  |
|      |            |        | E 01    | 103 402 000 740 433          | Individualized Mat.            | \$168.06                 |
|      |            |        | E 01    | 300 301 501 830 433          | Individualized Mat.            | \$278.56                 |
|      |            |        | E 01    | 300 331 172 830 433          | Individualized Mat.            | \$56.56                  |
|      |            |        | E 01    | 103 203 171 000 430          | Instructional Supply           | \$30.38                  |
|      |            |        | E 01    | 300 407 000 740 433          | Individualized Mat.            | \$77.16                  |
|      |            |        | E 01    | 300 050 172 000 401          | General Supplies               | \$112.64                 |
|      |            |        | E 01    | 300 258 234 000 430          | Instructional Supply           | \$37.70                  |
|      |            |        | E 01    | 300 294 200 000 401          | General Supplies               | \$81.85                  |
|      |            |        | E 01    | 300 211 197 000 401          | Special Ed Coffee Fund         | \$96.17                  |
|      |            |        | E 01    | 300 294 201 000 401          | General Supplies               | \$899.97                 |

Detail Payment Register By Check

Check Number: 71676-71793 Payment Date: 7/1/2025-3/31/2026 Period: 202601-202609 Void Status: N

| Bank        | Check No          | Code          | Rcd     | Vendor  | Pmt/Void Date   | Pmt Type                         |
|-------------|-------------------|---------------|---------|---|-----------------|----------------------------------|
| FIN         | 71753             | 10232         |         | <b>AMAZON CAPITAL SERVICES</b>                      |                 | <b>Check</b>                     |
|             |                   |               | E 01    | 103 408 000 740 433 Individualized Mat.             |                 | \$68.98                          |
|             |                   |               | E 01    | 103 412 000 740 433 Individualized Mat.             |                 | \$56.98                          |
|             |                   |               | E 01    | 207 361 849 000 430 Instructional Supply            |                 | \$134.95                         |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>102120</b> | Invoice | <b>Invoice No:</b> 1KR9-GX7K-MPFQ                   | <b>3/9/2026</b> | <b>Paid Amt: \$2,110.86</b>      |
|             |                   |               |         |   |                 | <b>Check Amount: \$2,110.86</b>  |
| FIN         | 71754             | 3512          |         | <b>CHILDRENS CARE HOSP &amp; SCHOOL</b>             |                 | <b>Check</b>                     |
|             |                   |               | E 01    | 103 416 000 000 392 to Out-of-State Dist            |                 | \$1,404.00                       |
|             |                   |               | E 01    | 103 416 000 740 393 Sp Ed Contr Svcs Pup            |                 | \$17,005.50                      |
|             |                   |               | E 01    | 100 411 000 000 392 to Out-of-State Dist            |                 | \$1,404.00                       |
|             |                   |               | E 01    | 100 411 000 740 393 Sp Ed Contr Svcs Pup            |                 | \$6,653.25                       |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>102121</b> | Invoice | <b>Invoice No:</b> 30000944                         | <b>3/9/2026</b> | <b>Paid Amt: \$26,466.75</b>     |
|             |                   |               |         |   |                 | <b>Check Amount: \$26,466.75</b> |
| FIN         | 71755             | 8610          |         | <b>MINNESOTA WEST</b>                               |                 | <b>Check</b>                     |
|             |                   |               | E 01    | 300 211 966 000 394 PSEO, SPRING                    |                 | \$3,000.00                       |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>102124</b> | Invoice | <b>Invoice No:</b> Ci0000018563                     | <b>3/9/2026</b> | <b>Paid Amt: \$3,000.00</b>      |
|             |                   |               |         |   |                 | <b>Check Amount: \$3,000.00</b>  |
| FIN         | 71756             | 10607         |         | <b>MOORHEAD AREA PUBLIC SCHOOLS</b>                 |                 | <b>Check</b>                     |
|             |                   |               | E 01    | 300 211 000 000 392 to Out-of-State Dist, JAN. 2026 |                 | \$2,467.53                       |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>102119</b> | Invoice | <b>Invoice No:</b> 03/09/2023                       | <b>3/9/2026</b> | <b>Paid Amt: \$2,467.53</b>      |
|             |                   |               |         |   |                 | <b>Check Amount: \$2,467.53</b>  |
| FIN         | 71757             | 10379         |         | <b>PEMBERTON LAW, PLLP</b>                          |                 | <b>Check</b>                     |
|             |                   |               | E 01    | 005 010 113 000 305 Consult & Serv.fees. DEC. 2026  |                 | \$831.00                         |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>102135</b> | Invoice | <b>Invoice No:</b> 20246304.000                     | <b>3/9/2026</b> | <b>Paid Amt: \$831.00</b>        |
|             |                   |               |         |   |                 | <b>Check Amount: \$831.00</b>    |
| FIN         | 71758             | 01300         |         | <b>PIPESTONE CO. MEDICAL CENTER</b>                 |                 | <b>Check</b>                     |
|             |                   |               | E 01    | 103 420 000 740 394 to Non-Ed Agency                |                 | \$2,592.36                       |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>102125</b> | Invoice | <b>Invoice No:</b> CINV-015865                      | <b>3/9/2026</b> | <b>Paid Amt: \$2,592.36</b>      |
|             |                   |               |         |   |                 | <b>Check Amount: \$2,592.36</b>  |
| FIN         | 71759             | 00300         |         | <b>PIPESTONE PUBLISHING CO INC</b>                  |                 | <b>Check</b>                     |
|             |                   |               | E 01    | 005 110 000 000 401 General Supplies                |                 | \$894.94                         |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>102128</b> | Invoice | <b>Invoice No:</b> 56440                            | <b>3/9/2026</b> | <b>Paid Amt: \$894.94</b>        |
|             |                   |               |         |   |                 | <b>Check Amount: \$894.94</b>    |

Detail Payment Register By Check

Check Number: 71676-71793 Payment Date: 7/1/2025-3/31/2026 Period: 202601-202609 Void Status: N

| Bank | Check No   | Code   | Rcd     | Vendor                            | Pmt/Void Date                               | Pmt Type    |                           |
|------|------------|--------|---------|-----------------------------------|---|-------------|---------------------------|
| FIN  | 71760      | 9784   |         | <b>SCHOLASTIC BOOK FAIRS - 04</b> |   | Check       |                           |
|      |            |        | B 01    | 206 504                           | Elem Book Fair                              | \$1,202.79  |                           |
| PO#: | Voucher #: | 102132 | Invoice | Invoice No:                       | FAIR ID: 6231241                            | 3/9/2026    | Paid Amt: \$1,202.79      |
|      |            |        |         |                                   |   |             | Check Amount: \$1,202.79  |
| FIN  | 71761      | 10526  |         | <b>SCHUTT SPORTS, LLC</b>         |   | Check       |                           |
|      |            |        | E 04    | 005 505 980 321 430               | Instructional Supply                        | \$185.27    |                           |
| PO#: | Voucher #: | 102134 | Invoice | Invoice No:                       | 2970590                                     | 3/9/2026    | Paid Amt: \$185.27        |
|      |            |        |         |                                   |   |             | Check Amount: \$185.27    |
| FIN  | 71762      | 3697   |         | <b>SW/WC SERVICE COOPERATIVE</b>  |   | Check       |                           |
|      |            |        | E 01    | 300 211 000 000 394               | to Non-Ed Agency, JAN 2026                  | \$8,078.79  |                           |
| PO#: | Voucher #: | 102122 | Invoice | Invoice No:                       | 81523                                       | 3/9/2026    | Paid Amt: \$8,078.79      |
|      |            |        | E 01    | 300 211 000 000 394               | to Non-Ed , STARRS                          | \$3,900.00  |                           |
| PO#: | Voucher #: | 102123 | Invoice | Invoice No:                       | 81309                                       | 3/9/2026    | Paid Amt: \$3,900.00      |
|      |            |        | E 01    | 005 110 000 000 316               | Data Processing Svcs, FINAL 1/3             | \$6,531.36  |                           |
|      |            |        | E 01    | 005 110 000 000 316               | RMIC MARSS, FINAL 1/3                       | \$815.60    |                           |
|      |            |        | E 01    | 005 865 000 352 316               | Health and Safety Purchased Coop, FINAL 1/3 | \$3,562.00  |                           |
|      |            |        | E 01    | 005 865 000 352 316               | Health and Safety Purchased Coop            | \$0.00      |                           |
| PO#: | Voucher #: | 102129 | Invoice | Invoice No:                       | 81356                                       | 3/9/2026    | Paid Amt: \$10,908.96     |
|      |            |        | E 01    | 005 605 000 000 316               | Tech Services Purchased Coop, JAN. 2026     | \$10,051.16 |                           |
|      |            |        | E 01    | 005 605 150 000 316               | CYBERSECURITY JAN. 2026                     | \$792.95    |                           |
| PO#: | Voucher #: | 102130 | Invoice | Invoice No:                       | 81409                                       | 3/9/2026    | Paid Amt: \$10,844.11     |
|      |            |        | E 01    | 005 400 000 372 305               | Consult & Serv.fees, THIRD PARTY BILLING    | \$3,039.00  |                           |
| PO#: | Voucher #: | 102131 | Invoice | Invoice No:                       | 81456                                       | 3/9/2026    | Paid Amt: \$3,039.00      |
|      |            |        | E 01    | 005 110 000 000 401               | General Supplies                            | \$46.50     |                           |
| PO#: | Voucher #: | 102133 | Invoice | Invoice No:                       | 81516                                       | 3/9/2026    | Paid Amt: \$46.50         |
|      |            |        |         |                                   |   |             | Check Amount: \$36,817.36 |
| FIN  | 71763      | 9186   |         | <b>TAHER, INC.- BIN# 135092</b>   |   | Check       |                           |
|      |            |        | E 02    | 005 770 000 701 305               | Consult & Serv.fees, FEB. 2026              | \$82,320.39 |                           |
| PO#: | Voucher #: | 102127 | Invoice | Invoice No:                       | 0075074                                     | 3/9/2026    | Paid Amt: \$82,320.39     |
|      |            |        |         |                                   |   |             | Check Amount: \$82,320.39 |
| FIN  | 71764      | 00413  |         | <b>UNIVERSITY OF MINNESOTA</b>    |   | Check       |                           |
|      |            |        | E 01    | 300 211 966 000 394               | PSEO  | \$145.00    |                           |
| PO#: | Voucher #: | 102126 | Invoice | Invoice No:                       | 4567027                                     | 3/9/2026    | Paid Amt: \$145.00        |
|      |            |        |         |                                   |   |             | Check Amount: \$145.00    |

Detail Payment Register By Check

Check Number: 71676-71793 Payment Date: 7/1/2025-3/31/2026 Period: 202601-202609 Void Status: N

| Bank | Check No   | Code   | Rcd     | Vendor                      | Pmt/Void Date        | Pmt Type                 |
|------|------------|--------|---------|-----------------------------|----------------------|--------------------------|
| FIN  | 71765      | 7829   |         | APPLE INC                   |                      | Check                    |
|      |            |        | E 01    | 207 256 172 000 430         | Instructional Supply | \$19.00                  |
| PO#: | Voucher #: | 102142 | Invoice | Invoice No: MC42915152      | 3/10/2026            | Paid Amt: \$19.00        |
|      |            |        |         |                             |                      | Check Amount: \$19.00    |
| FIN  | 71766      | 3763   |         | AUTOMATIC BUILDING CONTROLS |                      | Check                    |
|      |            |        | E 01    | 005 810 000 000 401         | General Supplies     | \$132.44                 |
| PO#: | Voucher #: | 102141 | Invoice | Invoice No: 245457          | 3/10/2026            | Paid Amt: \$132.44       |
|      |            |        |         |                             |                      | Check Amount: \$132.44   |
| FIN  | 71767      | 5347   |         | CONTINENTAL CLAY CO.        |                      | Check                    |
|      |            |        | E 01    | 300 212 172 000 430         | Instructional Supply | \$10.40                  |
| PO#: | Voucher #: | 102151 | Invoice | Invoice No: 000214522       | 3/10/2026            | Paid Amt: \$10.40        |
|      |            |        |         |                             |                      | Check Amount: \$10.40    |
| FIN  | 71769      | 6780   |         | DENNYS NAPA OF PIPESTONE    |                      | Check                    |
|      |            |        | E 01    | 005 810 000 000 401         | General Supplies     | \$159.77                 |
| PO#: | Voucher #: | 102153 | Invoice | Invoice No: 247449          | 3/10/2026            | Paid Amt: \$159.77       |
|      |            |        |         |                             |                      | Check Amount: \$159.77   |
| FIN  | 71770      | 9564   |         | GOPHERMODS, LLC             |                      | Check                    |
|      |            |        | E 01    | 005 605 150 000 350         | Repair&maint Service | \$2,249.00               |
| PO#: | Voucher #: | 102146 | Invoice | Invoice No: 8054            | 3/10/2026            | Paid Amt: \$2,249.00     |
|      |            |        |         |                             |                      | Check Amount: \$2,249.00 |
| FIN  | 71771      | 00256  |         | HILLYARD INC/ SIOUX FALLS   |                      | Check                    |
|      |            |        | E 02    | 005 770 000 701 401         | General Supplies     | \$692.75                 |
| PO#: | Voucher #: | 102140 | Invoice | Invoice No: 90041892        | 3/10/2026            | Paid Amt: \$692.75       |
|      |            |        |         |                             |                      | Check Amount: \$692.75   |
| FIN  | 71772      | 01140  |         | JERS ELECTRIC INC           |                      | Check                    |
|      |            |        | E 01    | 005 810 000 000 350         | Repair&maint Service | \$1,605.69               |
| PO#: | Voucher #: | 102152 | Invoice | Invoice No: 5945            | 3/10/2026            | Paid Amt: \$1,605.69     |
|      |            |        |         |                             |                      | Check Amount: \$1,605.69 |
| FIN  | 71773      | 5602   |         | Mid States Audio Inc        |                      | Check                    |
|      |            |        | E 01    | 300 810 150 000 350         | Repair&maint Service | \$1,155.00               |
| PO#: | Voucher #: | 102145 | Invoice | Invoice No: 34570           | 3/10/2026            | Paid Amt: \$1,155.00     |
|      |            |        |         |                             |                      | Check Amount: \$1,155.00 |
| FIN  | 71774      | 7787   |         | OVERHEAD DOOR CO.           |                      | Check                    |
|      |            |        | E 01    | 005 810 000 000 350         | Repair&maint Service | \$686.00                 |
| PO#: | Voucher #: | 102150 | Invoice | Invoice No: 0391904         | 3/10/2026            | Paid Amt: \$686.00       |
|      |            |        |         |                             |                      | Check Amount: \$686.00   |

Detail Payment Register By Check

Check Number: 71676-71793 Payment Date: 7/1/2025-3/31/2026 Period: 202601-202609 Void Status: N

| Bank | Check No   | Code   | Rcd     | Vendor                      | Pmt/Void Date                  | Pmt Type      |             |  |
|------|------------|--------|---------|-----------------------------|--------------------------------|---------------|-------------|--|
| FIN  | 71775      | 01622  |         | PEPSI-COLA BOTTLING CO.     |                                | Check         |             |  |
|      |            |        | E 01    | 300 211 180 000 401         | General Supplies               |               | \$33.00     |  |
| PO#: | Voucher #: | 102143 | Invoice | Invoice No: 1510745         | 3/10/2026                      | Paid Amt:     | \$33.00     |  |
|      |            |        | E 01    | 300 211 180 000 401         | General Supplies               |               | \$33.00     |  |
| PO#: | Voucher #: | 102144 | Invoice | Invoice No: 1510719         | 3/10/2026                      | Paid Amt:     | \$33.00     |  |
|      |            |        |         |                             |                                | Check Amount: | \$66.00     |  |
| FIN  | 71776      | 9413   |         | PH PERCUSSION               |                                | Check         |             |  |
|      |            |        | E 01    | 300 258 233 000 305         | Consult & Serv.fees Band       |               | \$450.00    |  |
| PO#: | Voucher #: | 102158 | Invoice | Invoice No: 03/10/2026      | 3/10/2026                      | Paid Amt:     | \$450.00    |  |
|      |            |        |         |                             |                                | Check Amount: | \$450.00    |  |
| FIN  | 71777      | 9739   |         | SCHUMACHER ELEVATOR COMPANY |                                | Check         |             |  |
|      |            |        | E 01    | 005 810 000 000 350         | Repair&maint Service           |               | \$47.50     |  |
| PO#: | Voucher #: | 102139 | Invoice | Invoice No: 90674240        | 3/10/2026                      | Paid Amt:     | \$47.50     |  |
|      |            |        | E 01    | 005 810 000 000 350         | Repair&maint Service           |               | \$1,501.76  |  |
| PO#: | Voucher #: | 102138 | Invoice | Invoice No: 90674400        | 3/10/2026                      | Paid Amt:     | \$1,501.76  |  |
|      |            |        |         |                             |                                | Check Amount: | \$1,549.26  |  |
| FIN  | 71778      | 9916   |         | SHI INTERNATIONAL CORP.     |                                | Check         |             |  |
|      |            |        | E 01    | 005 605 150 000 455         | NonInstructional Tech Supplies |               | \$374.79    |  |
| PO#: | Voucher #: | 102137 | Invoice | Invoice No: B20722147       | 3/10/2026                      | Paid Amt:     | \$374.79    |  |
|      |            |        |         |                             |                                | Check Amount: | \$374.79    |  |
| FIN  | 71779      | 3697   |         | SW/WC SERVICE COOPERATIVE   |                                | Check         |             |  |
|      |            |        | E 02    | 005 770 000 701 401         | General Supplies               |               | \$14,492.94 |  |
| PO#: | Voucher #: | 102148 | Invoice | Invoice No: 81287           | 3/10/2026                      | Paid Amt:     | \$14,492.94 |  |
|      |            |        |         |                             |                                | Check Amount: | \$14,492.94 |  |
| FIN  | 71780      | 10603  |         | THE CBORD GROUP LLC         |                                | Check         |             |  |
|      |            |        | E 02    | 005 770 000 701 405         | Non Instructional Comp Softwar |               | \$1,528.52  |  |
| PO#: | Voucher #: | 102147 | Invoice | Invoice No: PJIV147373      | 3/10/2026                      | Paid Amt:     | \$1,528.52  |  |
|      |            |        |         |                             |                                | Check Amount: | \$1,528.52  |  |
| FIN  | 71781      | 10199  |         | TROY RYAN HEIDEBRINK        |                                | Check         |             |  |
|      |            |        | E 01    | 005 810 000 000 305         | Consult & Serv.fees            |               | \$1,110.00  |  |
| PO#: | Voucher #: | 102136 | Invoice | Invoice No: 38              | 3/10/2026                      | Paid Amt:     | \$1,110.00  |  |
|      |            |        |         |                             |                                | Check Amount: | \$1,110.00  |  |
| FIN  | 71782      | 9704   |         | DAHL MOTORS, LLC            |                                | Check         |             |  |
|      |            |        | E 01    | 005 810 000 000 350         | Repair&maint Service           |               | \$135.68    |  |
| PO#: | Voucher #: | 102157 | Invoice | Invoice No: TAG #01343      | 3/10/2026                      | Paid Amt:     | \$135.68    |  |

Detail Payment Register By Check

Check Number: 71676-71793 Payment Date: 7/1/2025-3/31/2026 Period: 202601-202609 Void Status: N

| Bank        | Check No          | Code          | Rcd     | Vendor                  | Pmt/Void Date                | Pmt Type                        |                             |
|-------------|-------------------|---------------|---------|-------------------------|------------------------------|---------------------------------|-----------------------------|
| FIN         | 71782             | 9704          |         | <b>DAHL MOTORS, LLC</b> |                              | <b>Check</b>                    |                             |
|             |                   |               | E 01    | 005 810 000 000 350     | Repair&maint Service         | \$1,164.18                      |                             |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>102155</b> | Invoice | <b>Invoice No:</b>      | TAG #26900                   | <b>3/10/2026</b>                | <b>Paid Amt: \$1,164.18</b> |
|             |                   |               | E 01    | 005 810 000 000 350     | Repair&maint Service         | \$1,572.06                      |                             |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>102154</b> | Invoice | <b>Invoice No:</b>      | TAG #57829                   | <b>3/10/2026</b>                | <b>Paid Amt: \$1,572.06</b> |
|             |                   |               | E 01    | 005 810 000 000 350     | Repair&maint Service         | \$243.05                        |                             |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>102156</b> | Invoice | <b>Invoice No:</b>      | TAG #26900                   | <b>3/10/2026</b>                | <b>Paid Amt: \$243.05</b>   |
|             |                   |               |         |                         |                              | <b>Check Amount: \$3,114.97</b> |                             |
| FIN         | 71783             | 5018          |         | <b>KEVIN KESSLER</b>    |                              | <b>Check</b>                    |                             |
|             |                   |               | E 01    | 300 258 233 000 305     | Consult & Serv.fees Band     | \$200.00                        |                             |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>102160</b> | Invoice | <b>Invoice No:</b>      | 03/10/2026                   | <b>3/10/2026</b>                | <b>Paid Amt: \$200.00</b>   |
|             |                   |               |         |                         |                              | <b>Check Amount: \$200.00</b>   |                             |
| FIN         | 71784             | 6960          |         | <b>BILL VANHOECKE</b>   |                              | <b>Check</b>                    |                             |
|             |                   |               | E 01    | 300 294 201 000 305     | Consult & Serv.fees, BB      | \$50.00                         |                             |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>102177</b> | Invoice | <b>Invoice No:</b>      | 03/10/2026                   | <b>3/11/2026</b>                | <b>Paid Amt: \$50.00</b>    |
|             |                   |               | E 01    | 300 296 201 000 305     | Consult & Serv.fees, GB      | \$50.00                         |                             |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>102186</b> | Invoice | <b>Invoice No:</b>      | 03/10/2026                   | <b>3/11/2026</b>                | <b>Paid Amt: \$50.00</b>    |
|             |                   |               | E 01    | 300 294 201 000 305     | Consult & Serv.fees, BB      | \$50.00                         |                             |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>102173</b> | Invoice | <b>Invoice No:</b>      | 03/10/2026                   | <b>3/11/2026</b>                | <b>Paid Amt: \$50.00</b>    |
|             |                   |               |         |                         |                              | <b>Check Amount: \$150.00</b>   |                             |
| FIN         | 71785             | 8945          |         | <b>BRANDAN ALFSON</b>   |                              | <b>Check</b>                    |                             |
|             |                   |               | E 01    | 300 294 210 000 305     | Consult & Serv.fees, WR 2026 | \$190.00                        |                             |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>102187</b> | Invoice | <b>Invoice No:</b>      | 03/10/2026                   | <b>3/11/2026</b>                | <b>Paid Amt: \$190.00</b>   |
|             |                   |               |         |                         |                              | <b>Check Amount: \$190.00</b>   |                             |
| FIN         | 71786             | 8589          |         | <b>BRETT FORD</b>       |                              | <b>Check</b>                    |                             |
|             |                   |               | E 01    | 300 296 201 000 305     | Consult & Serv.fees, GB      | \$30.00                         |                             |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>102181</b> | Invoice | <b>Invoice No:</b>      | 03/10/2026                   | <b>3/11/2026</b>                | <b>Paid Amt: \$30.00</b>    |
|             |                   |               | E 01    | 300 294 201 000 305     | Consult & Serv.fees, BB      | \$210.00                        |                             |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>102171</b> | Invoice | <b>Invoice No:</b>      | 03/10/2026                   | <b>3/11/2026</b>                | <b>Paid Amt: \$210.00</b>   |
|             |                   |               | E 01    | 300 294 201 000 305     | Consult & Serv.fees, BB      | \$30.00                         |                             |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>102166</b> | Invoice | <b>Invoice No:</b>      | 03/10/2026                   | <b>3/11/2026</b>                | <b>Paid Amt: \$30.00</b>    |
|             |                   |               | E 01    | 300 294 201 000 305     | Consult & Serv.fees, BB      | \$240.00                        |                             |
| <b>PO#:</b> | <b>Voucher #:</b> | <b>102175</b> | Invoice | <b>Invoice No:</b>      | 03/10/2026                   | <b>3/11/2026</b>                | <b>Paid Amt: \$240.00</b>   |
|             |                   |               |         |                         |                              | <b>Check Amount: \$510.00</b>   |                             |

Detail Payment Register By Check

Check Number: 71676-71793 Payment Date: 7/1/2025-3/31/2026 Period: 202601-202609 Void Status: N

| Bank | Check No   | Code   | Rcd     | Vendor              | Pmt/Void Date           | Pmt Type      |                    |
|------|------------|--------|---------|---------------------|-------------------------|---------------|--------------------|
| FIN  | 71787      | 4303   |         | JOEL ADELMAN        |                         | Check         |                    |
|      |            |        | E 01    | 300 294 201 000 305 | Consult & Serv.fees, BB | \$70.00       |                    |
| PO#: | Voucher #: | 102163 | Invoice | Invoice No:         | 03/10/2026              | 3/11/2026     | Paid Amt: \$70.00  |
|      |            |        | E 01    | 300 296 201 000 305 | Consult & Serv.fees, GB | \$100.00      |                    |
| PO#: | Voucher #: | 102190 | Invoice | Invoice No:         | 03/11/2026              | 3/11/2026     | Paid Amt: \$100.00 |
|      |            |        | E 01    | 300 296 201 000 305 | Consult & Serv.fees, GB | \$70.00       |                    |
| PO#: | Voucher #: | 102180 | Invoice | Invoice No:         | 03/10/2026              | 3/11/2026     | Paid Amt: \$70.00  |
|      |            |        | E 01    | 300 296 201 000 305 | Consult & Serv.fees, GB | \$100.00      |                    |
| PO#: | Voucher #: | 102184 | Invoice | Invoice No:         | 03/10/2026              | 3/11/2026     | Paid Amt: \$100.00 |
|      |            |        | E 01    | 300 294 201 000 305 | Consult & Serv.fees, BB | \$50.00       |                    |
| PO#: | Voucher #: | 102174 | Invoice | Invoice No:         | 03/10/2026              | 3/11/2026     | Paid Amt: \$50.00  |
|      |            |        | E 01    | 300 294 201 000 305 | Consult & Serv.fees, BB | \$50.00       |                    |
| PO#: | Voucher #: | 102170 | Invoice | Invoice No:         | 03/10/2026              | 3/11/2026     | Paid Amt: \$50.00  |
|      |            |        |         |                     |                         | Check Amount: | \$440.00           |
| FIN  | 71788      | 10371  |         | JON LANE            |                         | Check         |                    |
|      |            |        | E 01    | 300 294 201 000 305 | Consult & Serv.fees, BB | \$490.00      |                    |
| PO#: | Voucher #: | 102162 | Invoice | Invoice No:         | 03/10/2026              | 3/11/2026     | Paid Amt: \$490.00 |
|      |            |        | E 01    | 300 296 201 000 305 | Consult & Serv.fees, GB | \$50.00       |                    |
| PO#: | Voucher #: | 102185 | Invoice | Invoice No:         | 03/10/2026              | 3/11/2026     | Paid Amt: \$50.00  |
|      |            |        | E 01    | 300 294 201 000 305 | Consult & Serv.fees, BB | \$50.00       |                    |
| PO#: | Voucher #: | 102176 | Invoice | Invoice No:         | 03/10/2026              | 3/11/2026     | Paid Amt: \$50.00  |
|      |            |        | E 01    | 300 296 201 000 305 | Consult & Serv.fees, GB | \$50.00       |                    |
| PO#: | Voucher #: | 102191 | Invoice | Invoice No:         | 03/11/2026              | 3/11/2026     | Paid Amt: \$50.00  |
|      |            |        | E 01    | 300 294 201 000 305 | Consult & Serv.fees, BB | \$420.00      |                    |
| PO#: | Voucher #: | 102168 | Invoice | Invoice No:         | 03/10/2026              | 3/11/2026     | Paid Amt: \$420.00 |
|      |            |        | E 01    | 300 294 201 000 305 | Consult & Serv.fees, BB | \$50.00       |                    |
| PO#: | Voucher #: | 102172 | Invoice | Invoice No:         | 03/10/2026              | 3/11/2026     | Paid Amt: \$50.00  |
|      |            |        |         |                     |                         | Check Amount: | \$1,110.00         |
| FIN  | 71789      | 7794   |         | MIKE HINIKER        |                         | Check         |                    |
|      |            |        | E 01    | 300 296 201 000 305 | Consult & Serv.fees, GB | \$105.00      |                    |
| PO#: | Voucher #: | 102178 | Invoice | Invoice No:         | 03/10/2026              | 3/11/2026     | Paid Amt: \$105.00 |
|      |            |        | E 01    | 300 294 201 000 305 | Consult & Serv.fees, BB | \$660.00      |                    |
| PO#: | Voucher #: | 102165 | Invoice | Invoice No:         | 03/10/2026              | 3/11/2026     | Paid Amt: \$660.00 |
|      |            |        | E 01    | 300 296 201 000 305 | Consult & Serv.fees, GB | \$30.00       |                    |
| PO#: | Voucher #: | 102182 | Invoice | Invoice No:         | 03/10/2026              | 3/11/2026     | Paid Amt: \$30.00  |

Detail Payment Register By Check

Check Number: 71676-71793 Payment Date: 7/1/2025-3/31/2026 Period: 202601-202609 Void Status: N

| Bank | Check No   | Code   | Rcd     | Vendor                     | Pmt/Void Date                | Pmt Type      |              |  |  |
|------|------------|--------|---------|----------------------------|------------------------------|---------------|--------------|--|--|
| FIN  | 71789      | 7794   |         | <b>MIKE HINIKER</b>        |                              | Check         |              |  |  |
|      |            |        | E 01    | 300 294 201 000 305        | Consult & Serv.fees, BB      | \$90.00       |              |  |  |
| PO#: | Voucher #: | 102167 | Invoice | Invoice No: 03/10/2026     | 3/11/2026                    | Paid Amt:     | \$90.00      |  |  |
|      |            |        |         |                            |                              | Check Amount: | \$885.00     |  |  |
| FIN  | 71790      | 5330   |         | <b>STEVE ROPS</b>          |                              | Check         |              |  |  |
|      |            |        | E 01    | 300 294 201 000 305        | Consult & Serv.fees, BB      | \$35.00       |              |  |  |
| PO#: | Voucher #: | 102161 | Invoice | Invoice No: 03/10/2026     | 3/11/2026                    | Paid Amt:     | \$35.00      |  |  |
|      |            |        | E 01    | 300 296 201 000 305        | Consult & Serv.fees, GB      | \$70.00       |              |  |  |
| PO#: | Voucher #: | 102183 | Invoice | Invoice No: 03/10/2026     | 3/11/2026                    | Paid Amt:     | \$70.00      |  |  |
|      |            |        | E 01    | 300 294 201 000 305        | Consult & Serv.fees, BB      | \$65.00       |              |  |  |
| PO#: | Voucher #: | 102164 | Invoice | Invoice No: 03/10/2026     | 3/11/2026                    | Paid Amt:     | \$65.00      |  |  |
|      |            |        | E 01    | 300 294 201 000 305        | Consult & Serv.fees, BB      | \$195.00      |              |  |  |
| PO#: | Voucher #: | 102169 | Invoice | Invoice No: 03/10/2026     | 3/11/2026                    | Paid Amt:     | \$195.00     |  |  |
|      |            |        | E 01    | 300 296 201 000 305        | Consult & Serv.fees, GB      | \$1,040.00    |              |  |  |
| PO#: | Voucher #: | 102179 | Invoice | Invoice No: 03/10/2026     | 3/11/2026                    | Paid Amt:     | \$1,040.00   |  |  |
|      |            |        |         |                            |                              | Check Amount: | \$1,405.00   |  |  |
| FIN  | 71791      | 4692   |         | <b>TIMOTHY G. DARVEAUX</b> |                              | Check         |              |  |  |
|      |            |        | E 01    | 300 294 210 000 305        | Consult & Serv.fees, WR 2026 | \$235.00      |              |  |  |
| PO#: | Voucher #: | 102189 | Invoice | Invoice No: 03/10/2026     | 3/11/2026                    | Paid Amt:     | \$235.00     |  |  |
|      |            |        |         |                            |                              | Check Amount: | \$235.00     |  |  |
| FIN  | 71792      | 9411   |         | <b>TOM BOBENDRIER</b>      |                              | Check         |              |  |  |
|      |            |        | E 01    | 300 294 210 000 305        | Consult & Serv.fees, WR 2026 | \$190.00      |              |  |  |
| PO#: | Voucher #: | 102188 | Invoice | Invoice No: 03/10/2026     | 3/11/2026                    | Paid Amt:     | \$190.00     |  |  |
|      |            |        |         |                            |                              | Check Amount: | \$190.00     |  |  |
| FIN  | 71793      | 9556   |         | <b>PIPESTONE FLORAL</b>    |                              | Check         |              |  |  |
|      |            |        | E 01    | 300 301 501 830 433        | Individualized Mat.          | \$153.95      |              |  |  |
| PO#: | Voucher #: | 102194 | Invoice | Invoice No: 03/13/2026     | 3/13/2026                    | Paid Amt:     | \$153.95     |  |  |
|      |            |        |         |                            |                              | Check Amount: | \$153.95     |  |  |
|      |            |        |         |                            |                              | Report Total: | \$549,031.44 |  |  |

Detail Payment Register By Check

Check Number: 52659-60000 Payment Date: 7/1/2025-3/31/2026 Period: 202601-202609 Void Status: N

| Bank | Check No   | Code   | Rcd     | Vendor                                     | Pmt/Void Date | Pmt Type               |
|------|------------|--------|---------|--|---------------|------------------------|
| HS   | 52659      | 3733   |         | <b>NANCY STILES</b>                        |               | Check                  |
|      |            |        | E 21    | 005 298 935 301 401 National Honor Society |               | \$95.34                |
| PO#: | Voucher #: | 102025 | Invoice | Invoice No: 02/25/2026                     | 2/25/2026     | Paid Amt: \$95.34      |
|      |            |        |         |  |               | Check Amount: \$95.34  |
| HS   | 52660      | 01622  |         | <b>PEPSI-COLA BOTTLING CO.</b>             |               | Check                  |
|      |            |        | E 21    | 005 298 956 301 401 Winter Concessions     |               | \$164.00               |
| PO#: | Voucher #: | 102028 | Invoice | Invoice No: 1510718                        | 2/25/2026     | Paid Amt: \$164.00     |
|      |            |        | E 21    | 005 298 956 301 401 Winter Concessions     |               | \$266.40               |
| PO#: | Voucher #: | 102027 | Invoice | Invoice No: 2038481                        | 2/25/2026     | Paid Amt: \$266.40     |
|      |            |        |         |  |               | Check Amount: \$430.40 |
| HS   | 52661      | 9556   |         | <b>PIPESTONE FLORAL</b>                    |               | Check                  |
|      |            |        | E 21    | 005 298 929 301 401 Gymnastics             |               | \$90.00                |
| PO#: | Voucher #: | 102026 | Invoice | Invoice No: 1000024867                     | 2/25/2026     | Paid Amt: \$90.00      |
|      |            |        |         |  |               | Check Amount: \$90.00  |
| HS   | 52662      | 00425  |         | <b>SOJOS SPORTSWEAR</b>                    |               | Check                  |
|      |            |        | E 21    | 005 298 926 301 401 Girls Basketball       |               | \$360.00               |
| PO#: | Voucher #: | 102029 | Invoice | Invoice No: 02/25/2026                     | 2/25/2026     | Paid Amt: \$360.00     |
|      |            |        |         |  |               | Check Amount: \$360.00 |
| HS   | 52664      | 00425  |         | <b>SOJOS SPORTSWEAR</b>                    |               | Check                  |
|      |            |        | E 21    | 005 298 946 301 401 Volleyball             |               | \$140.00               |
| PO#: | Voucher #: | 102057 | Invoice | Invoice No: 03/02/2026                     | 3/2/2026      | Paid Amt: \$140.00     |
|      |            |        |         |  |               | Check Amount: \$140.00 |
| HS   | 52665      | 10602  |         | <b>H-T FFA Attn: Shane Gross</b>           |               | Check                  |
|      |            |        | E 21    | 005 298 922 301 401 FFA                    |               | \$60.00                |
| PO#: | Voucher #: | 102060 | Invoice | Invoice No: 03/02/2026                     | 3/2/2026      | Paid Amt: \$60.00      |
|      |            |        |         |  |               | Check Amount: \$60.00  |
| HS   | 52666      | 5249   |         | <b>VISA</b>                                |               | Check                  |
|      |            |        | E 21    | 005 298 944 301 401 Robotics               |               | \$226.52               |
|      |            |        | E 21    | 005 298 961 301 401 E-sports               |               | \$14.86                |
|      |            |        | E 21    | 005 298 944 301 401 Robotics               |               | \$60.09                |
|      |            |        | E 21    | 005 298 944 301 401 Robotics               |               | \$41.24                |
|      |            |        | E 21    | 005 298 944 301 401 Robotics               |               | \$96.35                |
|      |            |        | E 21    | 005 298 944 301 401 Robotics               |               | \$243.92               |
|      |            |        | E 21    | 005 298 961 301 401 E-sports               |               | \$89.72                |
|      |            |        | E 21    | 005 298 961 301 401 E-sports               |               | \$88.76                |
|      |            |        | E 21    | 005 298 961 301 401 E-sports               | 39            | \$55.54                |

Detail Payment Register By Check

Check Number: 52659-60000 Payment Date: 7/1/2025-3/31/2026 Period: 202601-202609 Void Status: N

| Bank | Check No   | Code   | Rcd     | Vendor  | Pmt/Void Date | Pmt Type                 |
|------|------------|--------|---------|---|---------------|--------------------------|
| HS   | 52666      | 5249   |         | VISA  |               | Check                    |
|      |            |        | E       | 21 005 298 922 301 401 FFA                              |               | \$102.38                 |
|      |            |        | E       | 21 005 298 922 301 401 FFA                              |               | \$559.00                 |
|      |            |        | E       | 21 005 298 922 301 401 FFA                              |               | \$4.52                   |
|      |            |        | E       | 21 005 298 922 301 401 FFA                              |               | \$85.00                  |
|      |            |        | E       | 21 005 298 922 301 401 FFA                              |               | \$42.74                  |
|      |            |        | E       | 21 005 298 922 301 401 FFA                              |               | \$34.19                  |
|      |            |        | E       | 21 005 298 922 301 401 FFA                              |               | \$97.66                  |
| PO#: | Voucher #: | 102062 | Invoice | Invoice No: 0671  | 3/2/2026      | Paid Amt: \$1,842.49     |
|      |            |        |         |   |               | Check Amount: \$1,842.49 |
| HS   | 52667      | 5249   |         | VISA  |               | Check                    |
|      |            |        | E       | 21 005 298 930 301 401 HS Student Council               |               | \$72.87                  |
|      |            |        | E       | 21 005 298 930 301 401 HS Student Council               |               | \$59.73                  |
| PO#: | Voucher #: | 102067 | Invoice | Invoice No: 9897  | 3/3/2026      | Paid Amt: \$132.60       |
|      |            |        |         |   |               | Check Amount: \$132.60   |
| HS   | 52668      | 5594   |         | PIPESTONE AREA SCHOOLS                                  |               | Check                    |
|      |            |        | E       | 21 005 298 926 301 401 Girls Basketball, CHARTER BUSSES |               | \$1,071.61               |
| PO#: | Voucher #: | 102068 | Invoice | Invoice No: 03/03/2026                                  | 3/3/2026      | Paid Amt: \$1,071.61     |
|      |            |        |         |   |               | Check Amount: \$1,071.61 |
| HS   | 52669      | 5594   |         | PIPESTONE AREA SCHOOLS                                  |               | Check                    |
|      |            |        | E       | 21 005 298 922 301 401 FFA                              |               | \$1,125.00               |
| PO#: | Voucher #: | 102092 | Invoice | Invoice No: 03/04/2026                                  | 3/4/2026      | Paid Amt: \$1,125.00     |
|      |            |        |         |   |               | Check Amount: \$1,125.00 |
| HS   | 52670      | 10582  |         | FENWORKS, INC   |               | Check                    |
|      |            |        | E       | 21 005 298 961 301 401 E-sports                         |               | \$1,140.00               |
| PO#: | Voucher #: | 102193 | Invoice | Invoice No: 2508  | 3/11/2026     | Paid Amt: \$1,140.00     |
|      |            |        |         |   |               | Check Amount: \$1,140.00 |
| HS   | 52671      | 3697   |         | SW/WC SERVICE COOPERATIVE                               |               | Check                    |
|      |            |        | E       | 21 005 298 961 301 401 E-sports                         |               | \$2,584.00               |
| PO#: | Voucher #: | 102192 | Invoice | Invoice No: 81286                                       | 3/11/2026     | Paid Amt: \$2,584.00     |
|      |            |        |         |   |               | Check Amount: \$2,584.00 |
|      |            |        |         |   |               | Report Total: \$9,071.44 |

| Enrollment   |           | ECSE | K   | 1  | 2  | 3  | 4   | 5  | 6   | 7   | 8   | 9   | 10  | 11  | 12  | Colony | Total | School Readiness |
|--------------|-----------|------|-----|----|----|----|-----|----|-----|-----|-----|-----|-----|-----|-----|--------|-------|------------------|
|              | 2015-2016 | 30   | 91  | 89 | 86 | 86 | 100 | 83 | 96  | 86  | 68  | 110 | 63  | 80  | 75  | 19     | 1162  | 43               |
|              | 2016-2017 | 32   | 96  | 79 | 85 | 80 | 82  | 97 | 81  | 91  | 79  | 77  | 109 | 53  | 70  | 19     | 1130  | 66               |
|              | 2017-2018 | 33   | 95  | 91 | 73 | 85 | 80  | 86 | 103 | 87  | 82  | 90  | 72  | 97  | 53  | 17     | 1144  | 93               |
|              | 2018-2019 | 37   | 102 | 74 | 86 | 74 | 79  | 81 | 82  | 103 | 80  | 92  | 82  | 68  | 98  | 18     | 1156  | 94               |
|              | 2020-2021 | 30   | 108 | 88 | 71 | 84 | 70  | 82 | 81  | 81  | 103 | 85  | 84  | 79  | 65  | 15     | 1126  | 79               |
|              | 2021-2022 | 30   | 105 | 81 | 82 | 77 | 70  | 88 | 70  | 76  | 79  | 81  | 104 | 76  | 72  | 12     | 1103  | 87               |
|              | 2022-2023 | 22   | 104 | 80 | 79 | 83 | 77  | 71 | 85  | 75  | 75  | 86  | 85  | 99  | 67  | 12     | 1100  | 81               |
|              | 2023-2024 | 27   | 102 | 71 | 79 | 83 | 82  | 77 | 75  | 89  | 73  | 83  | 88  | 79  | 102 | 11     | 1121  | 105              |
|              | 2024-2025 | 33   | 98  | 87 | 72 | 82 | 83  | 85 | 76  | 74  | 87  | 75  | 79  | 83  | 80  | 12     | 1106  | 99               |
|              | 2025-2026 | 28   | 95  | 85 | 88 | 77 | 83  | 78 | 90  | 78  | 70  | 88  | 67  | 72  | 71  | 14     | 1084  | 99               |
|              |           |      |     |    |    |    |     |    |     |     |     |     |     |     |     |        |       |                  |
| <b>March</b> |           |      |     |    |    |    |     |    |     |     |     |     |     |     |     |        |       |                  |
|              | 2005-2006 | 29   | 69  | 74 | 74 | 85 | 87  | 83 | 101 | 92  | 105 | 101 | 85  | 104 | 88  | 28     | 1220  | 33               |
|              | 2006-2007 | 41   | 92  | 63 | 77 | 78 | 87  | 81 | 79  | 96  | 94  | 109 | 84  | 86  | 106 | 25     | 1198  | 32               |
|              | 2007-2008 | 36   | 84  | 94 | 60 | 77 | 81  | 90 | 88  | 87  | 95  | 100 | 96  | 89  | 79  | 26     | 1182  | 33               |
|              | 2008-2009 | 44   | 92  | 74 | 95 | 66 | 76  | 83 | 88  | 85  | 80  | 98  | 95  | 96  | 80  | 26     | 1178  | 35               |
|              | 2009-2010 | 43   | 99  | 86 | 70 | 92 | 62  | 77 | 84  | 86  | 76  | 89  | 81  | 97  | 92  | 24     | 1158  | 35               |
|              | 2010-2011 | 41   | 106 | 83 | 85 | 69 | 91  | 71 | 75  | 83  | 88  | 90  | 75  | 79  | 90  | 22     | 1148  | 34               |
|              | 2011-2012 | 42   | 100 | 88 | 83 | 89 | 73  | 93 | 71  | 77  | 84  | 99  | 86  | 79  | 76  | 22     | 1162  | 34               |
|              | 2012-2013 | 45   | 95  | 96 | 85 | 86 | 82  | 75 | 95  | 69  | 72  | 96  | 86  | 76  | 66  | 24     | 1148  | 35               |
|              | 2013-2014 | 37   | 91  | 87 | 91 | 83 | 88  | 80 | 76  | 98  | 64  | 85  | 86  | 75  | 78  | 22     | 1141  | 34               |
|              | 2014-2015 | 33   | 88  | 86 | 86 | 94 | 79  | 90 | 84  | 71  | 103 | 67  | 75  | 78  | 77  | 24     | 1135  | 49               |
|              | 2015-2016 | 28   | 90  | 89 | 84 | 86 | 101 | 83 | 95  | 84  | 68  | 108 | 60  | 80  | 75  | 18     | 1149  | 42               |
|              | 2016-2017 | 34   | 96  | 79 | 86 | 82 | 82  | 97 | 81  | 91  | 79  | 77  | 111 | 53  | 72  | 19     | 1139  | 71               |
|              | 2017-2018 | 33   | 95  | 91 | 72 | 85 | 79  | 86 | 102 | 84  | 82  | 90  | 72  | 97  | 52  | 17     | 1137  | 93               |
|              | 2018-2019 | 38   | 102 | 74 | 86 | 74 | 79  | 81 | 82  | 103 | 79  | 92  | 80  | 68  | 98  | 18     | 1154  | 93               |
|              | 2019-2020 | 31   | 102 | 88 | 71 | 84 | 70  | 82 | 81  | 81  | 103 | 85  | 85  | 79  | 67  | 15     | 1124  | 79               |
|              | 2020-2021 | 34   | 87  | 78 | 79 | 71 | 84  | 73 | 77  | 81  | 79  | 108 | 76  | 74  | 77  | 14     | 1092  | 74               |
|              | 2021-2022 | 29   | 104 | 81 | 82 | 77 | 70  | 88 | 69  | 75  | 79  | 80  | 104 | 73  | 73  | 12     | 1096  | 84               |
|              | 2022-2023 | 26   | 100 | 80 | 79 | 83 | 77  | 71 | 85  | 74  | 74  | 86  | 84  | 100 | 67  | 12     | 1098  | 87               |
|              | 2023-2024 | 35   | 102 | 73 | 77 | 85 | 82  | 78 | 74  | 89  | 74  | 83  | 87  | 79  | 104 | 11     | 1133  | 105              |
|              | 2024-2025 | 34   | 98  | 87 | 73 | 83 | 82  | 86 | 76  | 73  | 88  | 75  | 77  | 82  | 80  | 12     | 1106  | 99               |
|              | 2025-2026 | 29   | 94  | 85 | 87 | 77 | 82  | 79 | 88  | 77  | 69  | 88  | 67  | 72  | 71  | 14     | 1079  | 97               |
|              |           |      |     |    |    |    |     |    |     |     |     |     |     |     |     |        |       |                  |
| <b>April</b> |           |      |     |    |    |    |     |    |     |     |     |     |     |     |     |        |       |                  |

| Enrollment |           | ECSE | K   | 1  | 2  | 3  | 4  | 5  | 6   | 7   | 8   | 9   | 10  | 11  | 12  | Colony | Total | School Readiness |
|------------|-----------|------|-----|----|----|----|----|----|-----|-----|-----|-----|-----|-----|-----|--------|-------|------------------|
|            | 2005-2006 | 30   | 69  | 73 | 74 | 84 | 88 | 83 | 101 | 93  | 105 | 101 | 85  | 104 | 88  | 28     | 1219  | 33               |
|            | 2006-2007 | 38   | 92  | 63 | 78 | 79 | 89 | 83 | 80  | 96  | 93  | 108 | 84  | 86  | 107 | 25     | 1201  | 32               |
|            | 2007-2008 | 35   | 85  | 94 | 60 | 78 | 81 | 90 | 87  | 86  | 95  | 101 | 96  | 87  | 79  | 26     | 1180  | 33               |
|            | 2008-2009 | 46   | 92  | 75 | 93 | 65 | 75 | 83 | 87  | 82  | 80  | 99  | 94  | 96  | 80  | 24     | 1171  | 35               |
|            | 2009-2010 | 47   | 99  | 86 | 70 | 92 | 61 | 77 | 82  | 86  | 75  | 88  | 81  | 96  | 92  | 24     | 1156  | 35               |
|            | 2010-2011 | 41   | 105 | 83 | 85 | 69 | 91 | 71 | 76  | 84  | 87  | 91  | 75  | 80  | 90  | 24     | 1152  | 34               |
|            | 2011-2012 | 43   | 100 | 90 | 83 | 90 | 74 | 91 | 70  | 77  | 84  | 98  | 85  | 77  | 76  | 22     | 1160  | 34               |
|            | 2012-2013 | 50   | 95  | 96 | 85 | 85 | 81 | 74 | 95  | 69  | 72  | 96  | 86  | 76  | 65  | 24     | 1149  | 35               |
|            | 2013-2014 | 41   | 91  | 86 | 90 | 83 | 88 | 81 | 75  | 99  | 64  | 85  | 86  | 73  | 75  | 22     | 1139  | 34               |
|            | 2014-2015 | 34   | 87  | 84 | 87 | 95 | 79 | 89 | 84  | 73  | 101 | 67  | 76  | 78  | 77  | 24     | 1135  | 49               |
|            | 2015-2016 | 30   | 89  | 88 | 83 | 85 | 99 | 81 | 94  | 84  | 68  | 108 | 60  | 79  | 75  | 18     | 1141  | 41               |
|            | 2016-2017 | 36   | 96  | 77 | 87 | 80 | 82 | 98 | 81  | 90  | 79  | 76  | 112 | 53  | 72  | 19     | 1138  | 72               |
|            | 2017-2018 | 36   | 95  | 90 | 74 | 86 | 79 | 86 | 102 | 82  | 81  | 92  | 71  | 98  | 53  | 17     | 1142  | 94               |
|            | 2018-2019 | 40   | 103 | 75 | 87 | 75 | 78 | 82 | 80  | 105 | 77  | 91  | 80  | 67  | 96  | 18     | 1154  | 93               |
|            | 2019-2020 | 31   | 102 | 86 | 70 | 84 | 70 | 82 | 81  | 81  | 103 | 85  | 84  | 79  | 67  | 15     | 1120  | 79               |
|            | 2020-2021 | 35   | 86  | 78 | 79 | 71 | 84 | 73 | 78  | 81  | 79  | 109 | 74  | 74  | 77  | 14     | 1092  | 74               |
|            | 2021-2022 | 29   | 106 | 81 | 82 | 76 | 71 | 87 | 69  | 75  | 79  | 80  | 103 | 72  | 73  | 12     | 1095  | 85               |
|            | 2022-2023 | 27   | 100 | 80 | 80 | 85 | 76 | 71 | 86  | 74  | 74  | 85  | 84  | 97  | 66  | 12     | 1097  | 89               |
|            | 2023-2024 | 33   | 103 | 74 | 79 | 84 | 85 | 78 | 74  | 90  | 74  | 82  | 88  | 79  | 103 | 11     | 1137  | 105              |
|            | 2024-2025 | 34   | 98  | 87 | 73 | 83 | 83 | 86 | 77  | 73  | 88  | 75  | 81  | 83  | 80  | 12     | 1113  | 98               |
|            |           |      |     |    |    |    |    |    |     |     |     |     |     |     |     |        |       |                  |
| <b>May</b> |           |      |     |    |    |    |    |    |     |     |     |     |     |     |     |        |       |                  |
| (MARSS)    | 2005-2006 | 33   | 70  | 73 | 73 | 83 | 87 | 82 | 99  | 92  | 105 | 99  | 85  | 104 | 89  | 28     | 1215  | 33               |
|            | 2006-2007 | 39   | 92  | 63 | 78 | 79 | 90 | 83 | 80  | 97  | 94  | 108 | 83  | 86  | 107 | 25     | 1204  | 32               |
|            | 2007-2008 | 36   | 86  | 94 | 60 | 78 | 81 | 90 | 86  | 85  | 95  | 101 | 96  | 87  | 79  | 26     | 1180  | 33               |
|            | 2008-2009 | 47   | 93  | 74 | 94 | 65 | 76 | 83 | 87  | 81  | 80  | 99  | 94  | 94  | 80  | 24     | 1171  | 36               |
|            | 2009-2010 | 49   | 99  | 84 | 70 | 92 | 61 | 75 | 82  | 86  | 75  | 88  | 82  | 96  | 92  | 24     | 1155  | 35               |
|            | 2010-2011 | 41   | 106 | 83 | 85 | 68 | 92 | 71 | 76  | 84  | 86  | 91  | 75  | 81  | 89  | 23     | 1151  | 34               |
|            | 2011-2012 | 44   | 100 | 90 | 83 | 90 | 73 | 91 | 70  | 77  | 84  | 98  | 84  | 76  | 76  | 22     | 1158  | 34               |
|            | 2012-2013 | 54   | 95  | 96 | 85 | 85 | 80 | 74 | 94  | 69  | 72  | 96  | 85  | 76  | 65  | 24     | 1150  | 34               |
|            | 2013-2014 | 41   | 91  | 86 | 90 | 83 | 87 | 82 | 76  | 98  | 63  | 86  | 86  | 75  | 75  | 22     | 1141  | 34               |
|            | 2014-2015 | 33   | 88  | 85 | 87 | 96 | 79 | 89 | 85  | 73  | 100 | 67  | 77  | 78  | 77  | 24     | 1138  | 49               |
|            | 2015-2016 | 33   | 89  | 88 | 84 | 85 | 99 | 82 | 94  | 85  | 69  | 109 | 61  | 79  | 74  | 18     | 1149  | 42               |
|            | 2016-2017 | 41   | 97  | 77 | 87 | 80 | 82 | 98 | 81  | 89  | 79  | 76  | 111 | 51  | 72  | 19     | 1140  | 75               |
|            | 2017-2018 | 39   | 95  | 90 | 73 | 86 | 79 | 86 | 101 | 82  | 81  | 91  | 71  | 97  | 54  | 17     | 1142  | 93               |



| Enrollment |           | ECSE | K   | 1  | 2  | 3  | 4   | 5   | 6   | 7   | 8   | 9   | 10  | 11  | 12  | Colony | Total | School Readiness     |
|------------|-----------|------|-----|----|----|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------|-------|----------------------|
|            |           |      |     |    |    |    |     |     |     |     |     |     |     |     |     |        |       |                      |
|            |           |      |     |    |    |    |     |     |     |     |     |     |     |     |     |        |       |                      |
| August     | 2016-2017 | 20   | 97  | 78 | 89 | 82 | 82  | 99  | 82  | 93  | 80  | 81  | 105 | 57  | 83  | 19     | 1147  | 45                   |
|            | 2017-2018 | 26   | 101 | 91 | 75 | 86 | 82  | 86  | 103 | 84  | 87  | 91  | 73  | 104 | 56  | 17     | 1162  |                      |
|            | 2018-2019 | 30   | 105 | 76 | 90 | 71 | 85  | 79  | 86  | 103 | 81  | 85  | 95  | 69  | 96  | 18     | 1169  | 90                   |
|            | 2019-2020 | 22   | 109 | 87 | 74 | 86 | 73  | 80  | 83  | 80  | 105 | 83  | 89  | 78  | 73  | 15     | 1137  | 73                   |
|            | 2020-2021 | 25   | 86  | 79 | 79 | 69 | 84  | 73  | 78  | 81  | 79  | 108 | 86  | 80  | 83  | 14     | 1104  | 67                   |
|            | 2021-2022 | 23   | 101 | 78 | 81 | 82 | 71  | 86  | 73  | 77  | 79  | 79  | 112 | 74  | 72  | 12     | 1100  | 68                   |
|            | 2022-2023 | 21   | 107 | 81 | 80 | 86 | 75  | 68  | 86  | 72  | 74  | 82  | 83  | 103 | 76  | 12     | 1106  | 80                   |
|            | 2023-2024 | 24   | 99  | 73 | 80 | 83 | 83  | 81  | 73  | 91  | 73  | 78  | 84  | 83  | 95  | 12     | 1112  | 96                   |
|            | 2024-2025 | 28   | 96  | 82 | 72 | 80 | 85  | 82  | 79  | 75  | 92  | 76  | 81  | 84  | 77  | 12     | 1101  | 88                   |
|            | 2025-2026 | 16   | 99  | 83 | 90 | 74 | 83  | 82  | 87  | 79  | 74  | 90  | 72  | 78  | 79  | 14     | 1100  | 86                   |
|            |           |      |     |    |    |    |     |     |     |     |     |     |     |     |     |        |       |                      |
| September  | 2004-2005 | 18   | 80  | 78 | 81 | 85 | 80  | 85  | 100 | 106 | 92  | 93  | 108 | 95  | 95  | 27     | 1243  |                      |
|            | 2005-2006 | 16   | 69  | 70 | 71 | 84 | 86  | 80  | 95  | 94  | 105 | 103 | 90  | 112 | 90  | 28     | 1211  | 33                   |
|            | 2006-2007 | 19   | 96  | 61 | 77 | 77 | 85  | 83  | 81  | 100 | 93  | 111 | 86  | 91  | 106 | 25     | 1191  | 32                   |
|            | 2007-2008 | 37   | 82  | 92 | 59 | 74 | 78  | 93  | 82  | 84  | 97  | 103 | 101 | 88  | 84  | 23     | 1177  | 32                   |
|            | 2008-2009 | 28   | 91  | 77 | 93 | 71 | 77  | 85  | 89  | 85  | 82  | 95  | 99  | 94  | 85  | 24     | 1175  | 34                   |
|            | 2009-2010 | 29   | 104 | 84 | 75 | 93 | 65  | 81  | 89  | 87  | 79  | 89  | 91  | 96  | 92  | 24     | 1178  | 35                   |
|            | 2010-2011 | 35   | 108 | 86 | 85 | 71 | 93  | 70  | 79  | 84  | 90  | 91  | 75  | 81  | 90  | 22     | 1160  | 33                   |
|            | 2011-2012 | 33   | 98  | 94 | 82 | 88 | 72  | 90  | 70  | 77  | 83  | 98  | 86  | 79  | 80  | 22     | 1152  | 34                   |
|            | 2012-2013 | 36   | 96  | 93 | 87 | 81 | 83  | 76  | 94  | 69  | 75  | 97  | 90  | 80  | 71  | 24     | 1152  | 34                   |
|            | 2013-2014 | 41   | 89  | 88 | 96 | 87 | 91  | 80  | 78  | 97  | 64  | 79  | 91  | 77  | 74  | 22     | 1154  | 34                   |
|            | 2014-2015 | 31   | 89  | 87 | 85 | 94 | 82  | 92  | 84  | 73  | 108 | 71  | 75  | 77  | 78  | 24     | 1150  | 46                   |
|            | 2015-2016 | 28   | 88  | 85 | 85 | 87 | 100 | 82  | 93  | 87  | 68  | 112 | 64  | 79  | 73  | 19     | 1150  | 37                   |
|            | 2016-2017 | 24   | 100 | 79 | 90 | 79 | 84  | 100 | 82  | 93  | 79  | 80  | 105 | 57  | 76  | 19     | 1147  | 42 (plus 16 in ECSE) |
|            | 2017-2018 | 28   | 96  | 92 | 73 | 85 | 80  | 86  | 103 | 84  | 88  | 91  | 72  | 101 | 56  | 17     | 1152  | 90                   |
|            | 2018-2019 | 35   | 102 | 74 | 86 | 72 | 82  | 79  | 82  | 98  | 79  | 88  | 86  | 73  | 97  | 18     | 1151  | 95                   |
|            | 2019-2020 | 25   | 105 | 88 | 73 | 83 | 68  | 83  | 80  | 78  | 107 | 87  | 86  | 79  | 67  | 15     | 1124  | 78                   |
|            | 2020-2021 | 25   | 83  | 77 | 78 | 69 | 84  | 75  | 78  | 80  | 76  | 108 | 81  | 77  | 83  | 14     | 1088  | 63                   |
|            | 2021-2022 | 24   | 105 | 78 | 80 | 82 | 71  | 89  | 73  | 76  | 80  | 78  | 108 | 72  | 75  | 12     | 1103  | 75                   |
|            | 2022-2023 | 20   | 110 | 79 | 79 | 86 | 75  | 70  | 87  | 75  | 77  | 80  | 87  | 103 | 74  | 12     | 1114  | 85                   |
|            | 2023-2024 | 26   | 102 | 72 | 77 | 82 | 83  | 78  | 74  | 91  | 72  | 79  | 83  | 73  | 89  | 12     | 1093  | 101                  |
|            | 2024-2025 | 27   | 96  | 86 | 73 | 82 | 85  | 85  | 80  | 75  | 91  | 76  | 79  | 83  | 72  | 12     | 1102  | 98                   |

| Enrollment      |           | ECSE | K   | 1  | 2  | 3  | 4   | 5   | 6   | 7   | 8   | 9   | 10  | 11  | 12  | Colony | Total | School Readiness   |
|-----------------|-----------|------|-----|----|----|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------|-------|--------------------|
|                 | 2025-2026 | 15   | 97  | 82 | 89 | 74 | 84  | 81  | 89  | 80  | 76  | 88  | 72  | 74  | 76  | 14     | 1091  | 93                 |
|                 |           |      |     |    |    |    |     |     |     |     |     |     |     |     |     |        |       |                    |
| <b>October</b>  |           |      |     |    |    |    |     |     |     |     |     |     |     |     |     |        |       |                    |
| (MARSS)         | 2005-2006 | 17   | 69  | 70 | 73 | 84 | 86  | 80  | 95  | 93  | 103 | 103 | 91  | 113 | 90  | 28     | 1217  | 33                 |
|                 | 2006-2007 | 21   | 95  | 63 | 77 | 77 | 87  | 81  | 82  | 100 | 94  | 111 | 86  | 90  | 104 | 25     | 1193  | 32                 |
|                 | 2007-2008 | 30   | 85  | 91 | 59 | 74 | 79  | 94  | 84  | 85  | 96  | 102 | 100 | 88  | 85  | 23     | 1175  | 32                 |
|                 | 2008-2009 | 32   | 92  | 75 | 93 | 69 | 78  | 84  | 90  | 83  | 81  | 95  | 100 | 95  | 82  | 24     | 1173  | 34                 |
|                 | 2009-2010 | 32   | 104 | 84 | 73 | 93 | 64  | 79  | 86  | 87  | 78  | 89  | 89  | 94  | 91  | 24     | 1167  | 35                 |
|                 | 2010-2011 | 33   | 107 | 85 | 85 | 71 | 89  | 69  | 79  | 83  | 89  | 89  | 74  | 78  | 89  | 22     | 1142  | 34                 |
|                 | 2011-2012 | 33   | 98  | 93 | 81 | 87 | 72  | 91  | 69  | 77  | 83  | 99  | 87  | 78  | 79  | 22     | 1149  | 35                 |
|                 | 2012-2013 | 38   | 95  | 93 | 87 | 81 | 82  | 75  | 93  | 69  | 74  | 97  | 89  | 79  | 72  | 24     | 1148  | 34                 |
|                 | 2013-2014 | 37   | 89  | 88 | 94 | 87 | 88  | 81  | 79  | 98  | 65  | 86  | 88  | 81  | 73  | 22     | 1156  | 34                 |
|                 | 2014-2015 | 31   | 89  | 87 | 86 | 94 | 82  | 91  | 85  | 73  | 106 | 72  | 73  | 77  | 78  | 24     | 1148  | 47                 |
|                 | 2015-2016 | 29   | 88  | 85 | 85 | 85 | 100 | 81  | 91  | 87  | 68  | 111 | 62  | 80  | 72  | 20     | 1144  | 39                 |
|                 | 2016-2017 | 26   | 99  | 80 | 88 | 79 | 84  | 100 | 81  | 92  | 78  | 80  | 104 | 56  | 75  | 19     | 1141  | 46 (Sped included) |
|                 | 2017-2018 | 28   | 95  | 92 | 73 | 85 | 80  | 85  | 102 | 86  | 84  | 91  | 72  | 101 | 54  | 17     | 1145  | 93                 |
|                 | 2018-2019 | 33   | 100 | 74 | 86 | 72 | 80  | 79  | 81  | 97  | 77  | 88  | 84  | 72  | 95  | 18     | 1136  | 93                 |
|                 | 2019-2020 | 25   | 104 | 89 | 73 | 83 | 68  | 83  | 78  | 78  | 104 | 85  | 84  | 79  | 65  | 15     | 1113  | 78                 |
|                 | 2020-2021 | 27   | 83  | 79 | 77 | 71 | 84  | 76  | 79  | 80  | 75  | 107 | 81  | 76  | 80  | 14     | 1089  | 66                 |
|                 | 2021-2022 | 24   | 106 | 78 | 81 | 82 | 70  | 90  | 74  | 76  | 81  | 79  | 107 | 72  | 73  | 12     | 1105  | 78                 |
|                 | 2022-2023 | 20   | 113 | 79 | 80 | 86 | 75  | 70  | 86  | 73  | 74  | 80  | 88  | 100 | 72  | 12     | 1108  |                    |
|                 | 2023-2024 | 26   | 103 | 72 | 78 | 81 | 84  | 77  | 73  | 90  | 72  | 80  | 84  | 74  | 88  | 11     | 1093  | 99                 |
|                 | 2024-2025 | 28   | 96  | 86 | 73 | 83 | 84  | 85  | 79  | 74  | 92  | 74  | 77  | 81  | 71  | 12     | 1095  | 100                |
|                 | 2025-2026 | 16   | 96  | 82 | 88 | 74 | 84  | 79  | 89  | 80  | 75  | 89  | 73  | 75  | 72  | 14     | 1086  | 93                 |
|                 |           |      |     |    |    |    |     |     |     |     |     |     |     |     |     |        |       |                    |
| <b>November</b> |           |      |     |    |    |    |     |     |     |     |     |     |     |     |     |        |       |                    |
|                 | 2005-2006 | 17   | 68  | 72 | 75 | 84 | 87  | 81  | 97  | 93  | 103 | 99  | 86  | 109 | 90  | 28     | 1211  | 33                 |
|                 | 2006-2007 | 32   | 93  | 64 | 76 | 76 | 88  | 82  | 81  | 99  | 93  | 109 | 83  | 90  | 102 | 25     | 1193  | 32                 |
|                 | 2007-2008 | 32   | 88  | 92 | 60 | 75 | 79  | 94  | 85  | 85  | 96  | 100 | 99  | 87  | 83  | 26     | 1181  | 33                 |
|                 | 2008-2009 | 36   | 91  | 76 | 94 | 68 | 78  | 84  | 90  | 84  | 80  | 94  | 101 | 95  | 81  | 24     | 1176  | 34                 |
|                 | 2009-2010 | 34   | 105 | 86 | 73 | 94 | 65  | 78  | 85  | 88  | 77  | 89  | 86  | 95  | 92  | 24     | 1171  | 35                 |
|                 | 2010-2011 | 32   | 108 | 86 | 86 | 71 | 90  | 69  | 78  | 83  | 89  | 87  | 75  | 78  | 91  | 22     | 1145  | 34                 |
|                 | 2011-2012 | 33   | 98  | 92 | 82 | 88 | 72  | 91  | 67  | 77  | 82  | 98  | 85  | 78  | 79  | 22     | 1144  | 35                 |
|                 | 2012-2013 | 45   | 94  | 94 | 86 | 82 | 82  | 73  | 95  | 69  | 74  | 97  | 87  | 78  | 71  | 24     | 1151  | 34                 |
|                 | 2013-2014 | 36   | 90  | 87 | 94 | 87 | 88  | 80  | 78  | 98  | 66  | 86  | 88  | 82  | 73  | 22     | 1155  | 34                 |

| Enrollment      |           | ECSE | K   | 1  | 2  | 3  | 4   | 5  | 6   | 7   | 8   | 9   | 10  | 11  | 12  | Colony | Total | School Readiness |
|-----------------|-----------|------|-----|----|----|----|-----|----|-----|-----|-----|-----|-----|-----|-----|--------|-------|------------------|
|                 | 2014-2015 | 30   | 88  | 88 | 86 | 92 | 80  | 90 | 86  | 73  | 106 | 71  | 74  | 78  | 78  | 24     | 1144  | 47               |
|                 | 2015-2016 | 26   | 90  | 86 | 85 | 86 | 100 | 82 | 92  | 86  | 67  | 111 | 62  | 79  | 73  | 20     | 1145  | 43               |
|                 | 2016-2017 | 30   | 96  | 80 | 89 | 79 | 82  | 98 | 81  | 92  | 78  | 79  | 103 | 54  | 73  | 19     | 1133  | 44 (Sped Inc)    |
|                 | 2017-2018 | 29   | 97  | 93 | 73 | 85 | 80  | 86 | 102 | 86  | 84  | 90  | 71  | 101 | 54  | 17     | 1148  | 95               |
|                 | 2018-2019 | 34   | 101 | 74 | 87 | 73 | 80  | 80 | 80  | 100 | 78  | 87  | 84  | 71  | 97  | 18     | 1144  | 90               |
|                 | 2019-2020 | 26   | 106 | 92 | 73 | 84 | 69  | 84 | 82  | 81  | 103 | 87  | 86  | 79  | 65  | 15     | 1132  | 78               |
|                 | 2020-2021 | 28   | 82  | 81 | 79 | 71 | 84  | 77 | 77  | 80  | 77  | 108 | 81  | 76  | 82  | 14     | 1097  | 66               |
|                 | 2021-2022 | 24   | 109 | 80 | 84 | 79 | 70  | 90 | 74  | 76  | 82  | 80  | 106 | 71  | 72  | 12     | 1109  | 79               |
|                 | 2022-2023 | 19   | 107 | 80 | 79 | 83 | 78  | 70 | 85  | 73  | 75  | 82  | 84  | 100 | 71  | 12     | 1098  | 84               |
|                 | 2023-2024 | 26   | 102 | 72 | 79 | 83 | 81  | 78 | 75  | 89  | 72  | 81  | 83  | 73  | 86  | 11     | 1091  | 101              |
|                 | 2024-2025 | 30   | 96  | 86 | 73 | 83 | 84  | 85 | 78  | 73  | 88  | 75  | 77  | 84  | 71  | 12     | 1095  | 101              |
|                 | 2025-2026 | 18   | 95  | 84 | 88 | 75 | 84  | 79 | 91  | 79  | 75  | 89  | 70  | 75  | 71  | 14     | 1087  | 94               |
|                 |           |      |     |    |    |    |     |    |     |     |     |     |     |     |     |        |       |                  |
| <b>December</b> |           |      |     |    |    |    |     |    |     |     |     |     |     |     |     |        |       |                  |
|                 | 2005-2006 | 27   | 68  | 72 | 76 | 84 | 87  | 82 | 98  | 92  | 103 | 98  | 86  | 110 | 90  | 28     | 1223  | 33               |
|                 | 2006-2007 | 31   | 92  | 65 | 76 | 76 | 88  | 82 | 80  | 97  | 93  | 109 | 84  | 89  | 102 | 25     | 1189  | 32               |
|                 | 2007-2008 | 31   | 88  | 93 | 60 | 75 | 79  | 92 | 85  | 84  | 95  | 100 | 99  | 87  | 83  | 26     | 1177  | 33               |
|                 | 2008-2009 | 38   | 92  | 74 | 95 | 70 | 78  | 84 | 89  | 86  | 79  | 94  | 100 | 95  | 81  | 24     | 1179  | 34               |
|                 | 2009-2010 | 35   | 106 | 86 | 74 | 93 | 64  | 76 | 85  | 87  | 76  | 88  | 86  | 94  | 91  | 24     | 1165  | 35               |
|                 | 2010-2011 | 33   | 107 | 86 | 86 | 70 | 90  | 69 | 78  | 83  | 89  | 86  | 75  | 78  | 89  | 22     | 1141  | 35               |
|                 | 2011-2012 | 35   | 97  | 92 | 83 | 88 | 71  | 91 | 69  | 77  | 82  | 98  | 85  | 78  | 79  | 22     | 1147  | 35               |
|                 | 2012-2013 | 45   | 96  | 96 | 87 | 86 | 83  | 72 | 94  | 69  | 75  | 98  | 87  | 78  | 70  | 24     | 1160  | 35               |
|                 | 2013-2014 | 36   | 90  | 87 | 92 | 86 | 87  | 82 | 78  | 99  | 65  | 87  | 84  | 77  | 73  | 22     | 1145  | 34               |
|                 | 2014-2015 | 30   | 89  | 88 | 85 | 92 | 79  | 90 | 86  | 71  | 104 | 69  | 73  | 79  | 77  | 25     | 1137  | 47               |
|                 | 2015-2016 | 28   | 90  | 86 | 86 | 86 | 100 | 82 | 92  | 86  | 67  | 111 | 61  | 80  | 73  | 19     | 1147  | 43               |
|                 | 2016-2017 | 31   | 96  | 80 | 88 | 80 | 83  | 99 | 82  | 93  | 78  | 78  | 103 | 57  | 73  | 19     | 1140  | 45               |
|                 | 2017-2018 | 30   | 95  | 92 | 73 | 84 | 79  | 86 | 103 | 86  | 84  | 88  | 71  | 101 | 54  | 17     | 1143  | 95               |
|                 | 2018-2019 | 36   | 103 | 74 | 86 | 73 | 79  | 81 | 82  | 101 | 80  | 88  | 85  | 71  | 99  | 18     | 1156  | 92               |
|                 | 2019-2020 | 28   | 107 | 91 | 73 | 84 | 69  | 83 | 81  | 81  | 102 | 87  | 86  | 79  | 65  | 15     | 1131  | 81               |
|                 | 2020-2021 | 30   | 82  | 80 | 79 | 71 | 82  | 77 | 75  | 80  | 77  | 110 | 81  | 75  | 82  | 14     | 1095  | 66               |
|                 | 2021-2022 | 24   | 107 | 79 | 84 | 78 | 70  | 91 | 72  | 76  | 82  | 81  | 104 | 72  | 72  | 12     | 1104  | 80               |
|                 | 2022-2023 | 20   | 105 | 81 | 79 | 83 | 78  | 70 | 85  | 73  | 75  | 82  | 83  | 100 | 68  | 12     | 1094  | 82               |
|                 | 2023-2024 | 25   | 102 | 71 | 78 | 84 | 82  | 77 | 75  | 89  | 73  | 81  | 83  | 76  | 88  | 11     | 1095  | 104              |
|                 | 2024-2025 | 30   | 97  | 86 | 73 | 82 | 83  | 85 | 78  | 74  | 88  | 75  | 78  | 84  | 71  | 12     | 1096  | 100              |
|                 | 2025-2026 | 20   | 96  | 84 | 88 | 75 | 83  | 78 | 89  | 78  | 74  | 89  | 69  | 74  | 71  | 14     | 1082  | 95               |

| Enrollment |           | ECSE | K   | 1  | 2  | 3  | 4  | 5  | 6   | 7   | 8   | 9   | 10  | 11  | 12  | Colony | Total | School Readiness |
|------------|-----------|------|-----|----|----|----|----|----|-----|-----|-----|-----|-----|-----|-----|--------|-------|------------------|
| January    |           |      |     |    |    |    |    |    |     |     |     |     |     |     |     |        |       |                  |
|            | 2005-2006 | 28   | 69  | 73 | 76 | 85 | 87 | 83 | 98  | 91  | 103 | 100 | 86  | 106 | 89  | 28     | 1225  | 33               |
|            | 2006-2007 | 32   | 91  | 65 | 75 | 77 | 89 | 82 | 81  | 97  | 95  | 108 | 84  | 88  | 103 | 25     | 1192  | 32               |
|            | 2007-2008 | 35   | 86  | 94 | 60 | 76 | 79 | 90 | 87  | 85  | 95  | 101 | 99  | 87  | 83  | 26     | 1183  | 33               |
|            | 2008-2009 | 38   | 92  | 74 | 96 | 70 | 76 | 84 | 91  | 87  | 79  | 95  | 98  | 93  | 81  | 24     | 1178  | 34               |
|            | 2009-2010 | 35   | 105 | 86 | 72 | 93 | 63 | 77 | 84  | 87  | 77  | 89  | 84  | 94  | 91  | 24     | 1161  | 36               |
|            | 2010-2011 | 40   | 106 | 86 | 85 | 70 | 90 | 70 | 77  | 84  | 88  | 88  | 75  | 79  | 90  | 22     | 1150  | 36               |
|            | 2011-2012 | 38   | 98  | 91 | 83 | 88 | 72 | 93 | 69  | 76  | 83  | 99  | 85  | 78  | 79  | 22     | 1154  | 35               |
|            | 2012-2013 | 44   | 95  | 95 | 86 | 85 | 82 | 74 | 94  | 69  | 73  | 97  | 87  | 77  | 69  | 24     | 1151  | 35               |
|            | 2013-2014 | 37   | 90  | 86 | 93 | 84 | 90 | 81 | 78  | 98  | 63  | 86  | 85  | 80  | 75  | 22     | 1148  | 34               |
|            | 2014-2015 | 32   | 88  | 87 | 85 | 93 | 79 | 89 | 85  | 72  | 104 | 68  | 73  | 80  | 78  | 24     | 1137  | 48               |
|            | 2015-2016 | 30   | 89  | 88 | 86 | 86 | 99 | 83 | 95  | 86  | 68  | 109 | 62  | 80  | 73  | 19     | 1153  | 43               |
|            | 2016-2017 | 31   | 96  | 79 | 86 | 79 | 83 | 99 | 82  | 93  | 77  | 78  | 106 | 57  | 72  | 19     | 1137  | 66               |
|            | 2017-2018 | 33   | 94  | 92 | 73 | 83 | 79 | 84 | 104 | 86  | 82  | 88  | 71  | 99  | 52  | 17     | 1137  | 92               |
|            | 2018-2019 | 36   | 102 | 74 | 86 | 74 | 79 | 82 | 82  | 103 | 81  | 88  | 85  | 71  | 97  | 18     | 1158  | 94               |
|            | 2019-2020 | 28   | 109 | 90 | 71 | 83 | 70 | 82 | 81  | 82  | 103 | 87  | 85  | 79  | 65  | 15     | 1130  | 79               |
|            | 2020-2021 | 31   | 84  | 80 | 78 | 70 | 83 | 77 | 76  | 80  | 76  | 110 | 78  | 75  | 79  | 14     | 1091  | 68               |
|            | 2021-2022 | 25   | 107 | 81 | 84 | 78 | 70 | 91 | 72  | 76  | 81  | 84  | 104 | 75  | 72  | 12     | 1112  | 82               |
|            | 2022-2023 | 20   | 103 | 79 | 79 | 82 | 77 | 71 | 85  | 74  | 75  | 83  | 84  | 100 | 68  | 12     | 1092  | 81               |
|            | 2023-2024 | 26   | 103 | 71 | 80 | 85 | 83 | 78 | 75  | 89  | 74  | 82  | 86  | 76  | 92  | 11     | 1111  | 104              |
|            | 2024-2025 | 30   | 97  | 86 | 72 | 81 | 83 | 85 | 78  | 74  | 88  | 74  | 79  | 83  | 72  | 12     | 1094  | 100              |
|            | 2025-2026 | 26   | 95  | 84 | 89 | 75 | 84 | 78 | 90  | 79  | 72  | 89  | 67  | 72  | 70  | 14     | 1084  | 99               |
| February   |           |      |     |    |    |    |    |    |     |     |     |     |     |     |     |        |       |                  |
|            | 2005-2006 | 29   | 67  | 74 | 74 | 85 | 86 | 83 | 99  | 91  | 103 | 101 | 84  | 105 | 88  | 28     | 1224  | 33               |
|            | 2006-2007 | 38   | 91  | 63 | 76 | 78 | 88 | 81 | 79  | 96  | 95  | 108 | 84  | 89  | 106 | 25     | 1197  | 32               |
|            | 2007-2008 | 36   | 86  | 94 | 60 | 76 | 80 | 89 | 87  | 87  | 95  | 101 | 98  | 88  | 79  | 26     | 1182  | 33               |
|            | 2008-2009 | 42   | 93  | 73 | 95 | 67 | 75 | 83 | 88  | 86  | 80  | 97  | 96  | 95  | 81  | 26     | 1177  | 34               |
|            | 2009-2010 | 38   | 100 | 86 | 71 | 92 | 63 | 77 | 84  | 88  | 76  | 92  | 81  | 96  | 91  | 24     | 1159  | 37               |
|            | 2010-2011 | 40   | 105 | 83 | 85 | 70 | 91 | 71 | 75  | 84  | 88  | 88  | 75  | 79  | 90  | 22     | 1146  | 36               |
|            | 2011-2012 | 41   | 98  | 89 | 81 | 89 | 72 | 93 | 71  | 76  | 83  | 100 | 86  | 78  | 76  | 22     | 1155  | 36               |
|            | 2012-2013 | 45   | 95  | 95 | 86 | 86 | 82 | 75 | 95  | 69  | 73  | 96  | 87  | 76  | 67  | 24     | 1151  | 35               |
|            | 2013-2014 | 37   | 89  | 87 | 91 | 83 | 88 | 80 | 77  | 98  | 63  | 85  | 86  | 73  | 78  | 22     | 1137  | 34               |
|            | 2014-2015 | 32   | 88  | 88 | 85 | 93 | 79 | 89 | 84  | 71  | 103 | 68  | 75  | 77  | 78  | 24     | 1134  | 48               |



# PIPESTONE AREA SCHOOLS

District No. 2689

Dr. Clint W. Willert  
*Superintendent*

Sonja Ortman  
*MS/HS Principal*

Jennifer Moravetz  
*Elementary Principal*

Lisa Pease  
*Coordinator of Curriculum,  
Teaching, and Learning*

Jacque Kennedy  
*Business Manager*

Rick Zollner  
*Activities Director*

Len Burzynski  
*Maintenance Director*

Kim Tuin  
*Food Service Director*

## School Board Report Superintendent March 2026

The last week has reminded us once again why March has a history of being a snowy month. However, given the warmer temperatures on the forecast and the transition to the new school quarter, we are reminded that spring is here. Within this report you will find a few items of note for the March board meeting.

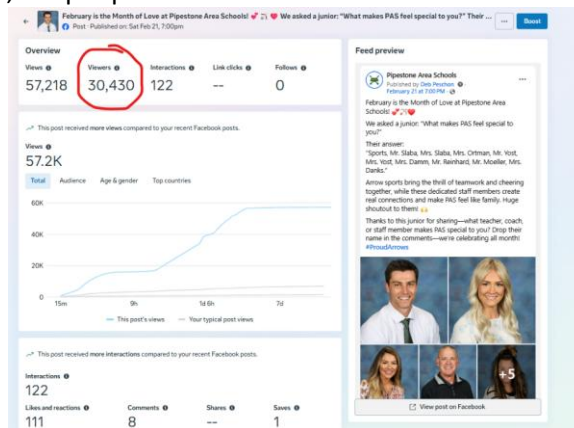
- Special Work Session** – We are working to schedule a special work session for the board. The work session will center on two key topics. The first will be a discussion regarding the district operating levy. We will invite Steve Pumper and Michael Hart from PMA to present. The second topic of discussion will be the ALC program in Pipestone. At this time, it appears Cliff Carmody and Stephanie Strenge will be presenting. I anticipate if there is any action to follow, that would occur at a later school board meeting.
- Budget Development** – The district leadership team is engaged in budgeting work. At this time, the district does not anticipate budget reductions or adjustments for the 2026-27 school year. However, looking forward, we need to remain vigilant on the state budget and how the funding from the state may impact budget decisions in 2027-2028.
- Social Media Contract** – We have renewed our agreement with our social media partner. We have been pleased with the results from our partnership and the impact of the partnership. The collaboration has helped us tell the story of Pipestone Area Schools and continue to update and engage our community. As of today, the district has 3,928 followers on Facebook and 874 on Instagram. So far this year on Facebook, our posts have reached over 111,000 people! As you can see, the “Month of Love” posts from district staff reached so many people! The post below was observed by more than 30,000 people.

1401 7th St. SW  
Pipestone, MN 56164

**Main Line:**  
507-825-5811

**Main Fax:**  
507-825-6729

[www.pas.k12.mn.us](http://www.pas.k12.mn.us)



4. **College and Career Expo** – Mrs. Ortman and I, along with Mrs. Dulas have met on a few occasions with the Chamber and the Economic Development Authority. We are working on the development of a College/Career/Skills Expo. The plan is to host this event at the High School on May 1. The effort is really centered on developing greater career awareness with local employers for our students and community. I am super excited to see this effort become a reality.
5. **Pipestone Area FFA Alumni** – The Pipestone Area FFA Alumni and Supporters chapter is being re-activated. Given the proud history of the FFA program in Pipestone, this should prove to be a great way to connect school and community. If there is interest or questions, please reach out to Maggie Wertish at [Maggie.wertish@pas.k12.mn.us](mailto:Maggie.wertish@pas.k12.mn.us).



**Pipestone Area FFA Alumni & Supporters – We're Back!**

**About Us**

The Pipestone Area FFA Alumni & Supporters chapter is being reactivated, and we are looking for individuals who want to support agricultural education and student leadership in our community.

**Who can Join:**

- ✓ Former FFA Members
- ✓ Parents of FFA Members
- ✓ Community Members
- ✓ Local Businesses
- ✓ Anyone who supports agriculture

You do **NOT** have to be a former FFA member to join

**How to Join:**

- Scan the QR Code to join!
- Email [Maggie.wertish@pas.k12.mn.us](mailto:Maggie.wertish@pas.k12.mn.us) with any questions

**Why Join:**

- Support local FFA members
- Invest in agricultural education
- Help fund jackets, trips, and scholarships
- Strengthen youth leadership in our community
- Give back to the next generation
- Support hands-on classroom learning
- Mentor and encourage students
- Stay connected to FFA
- Build community involvement

**SCAN ME**

**Rooted in Agriculture Driven by Leadership**

6. **District Website to Change** – The district will be transitioning to a different website vendor. As a result, we will be updating our website and ensuring complete compliance with ADA accessibility. We had a team representing several facets of the district participate in a review of some primary vendors. After reviewing a few options, our team landed on a partnership with Aptegy. We will start the transition process yet this spring with the full transition to occur in July.
7. **Legislative Activity** – There continues to be a great deal of legislative action. Some current discussions center on school safety, compensatory funding, and special education. I should have an update from MREA that I can share on Monday at the board meeting.
8. **Robotic Equipment for School Services** – Len and I will be attending some demonstrations that will be held at the Edgerton Schools regarding robotic cleaning equipment. As you may recall, the district has already embraced robotics with the TurfTank field painting system. The cleaning machines may be a potential solution to add autonomous cleaning systems if and when we struggle to fill custodial positions in the district.

9. **Site Visit** – In April, the district will be taking a team to Northern Cass School District in North Dakota. Northern Cass is a regional district recognized for success in applying personalized, student centered teaching and learning practices. The intent is to have a team represent the elementary, middle school, and high school staff. The cost of the site visit will be covered with the CEOG grant funding. Here is a video that is about 4 years old from Northern Cass that highlights their work: <https://youtu.be/gUO6h6rxV6s?si=KJn8coY7V107e7hh>
  
10. **Artificial Intelligence** – The district continues to move forward in the space of artificial intelligence. Mrs. Pease and I have updated the district Achievement and Integration plan and incorporated AI tools and support in the grant plan. The intent and focus will continue to be on the Flint AI tool that was previously referenced at a board meeting. That tool is currently being piloted by several teachers in the district and I have received very positive feedback about the tool and the functionality of the tool to assist in personalizing teaching and learning. I believe we will want and need a special work session of the board sometime in May or June focused solely on artificial intelligence, what it means for the teaching and learning process, and how we can ensure our teaching and learning practices as well as our systems in the school reflect this rapidly emerging and changing technology. I believe there were some questions about Flint, so I have provided a video link with an overview what Flint AI is and what it does for staff and students: [Flint demo video \(AI personalized learning platform for schools\)](#).

That is all I have at this time. I appreciate the support of the board and the commitment of board members to encourage and support the administration, staff, and students that make Pipestone Area Schools a special place to be.



Dr. Klint W. Willert, Superintendent  
Sonja Ortman, MS/HS Principal  
Jennifer Moravetz, Elementary Principal  
Len Burzynski, Maintenance Director  
Lisa Pease, Coordinator of Curriculum, Teaching & Learning, and Continuous Improvement

Jacque Kennedy, Business Manager  
Rick Zollner, Activities Director  
Josh Stukel, Technology Director  
Kim Tuin, Food Service Director

## Elementary School Board Report

### Jennifer Moravetz, Elementary Principal

Monday, March 23, 2026

- **Student-Led Conferences** - On Thursday, March 5th, we hosted Student-Led Conferences from 11am to 7pm. These conferences provided a valuable opportunity for students to take ownership of their learning by showcasing their progress, achievements, learning, and goals to their families. I received a lot of positive feedback from families regarding student-led conferences.
- **Staff In-Service** - Friday, March 6th we had a staff in-service focused on our Portrait of a Graduate and Personalized Learning.
- **End of 3rd Quarter** - The end of 3rd quarter is Friday, March 20th. Report cards and progress reports will be sent home on April 1st.
- **Student Focus Meetings** - On Monday and Tuesday, March 23rd and 24th, we will be holding our second student focus meetings this year. These meetings provide a valuable opportunity to fully support our students and their needs.
- **Arrow Way Assembly** - Our Arrow Way Assembly will be on Wednesday, March 25th and will focus on the character trait of belonging. One student from every classroom will be recognized for consistently demonstrating kindness throughout the month.
- **Kindergarten Round Up** - Our annual Kindergarten Round-Up will be on Thursday and Friday, March 26th and 27th to welcome incoming kindergarten students and their families. During this event, our staff will meet with future students and conduct kindergarten screenings. These screenings allow us to gather information about each child's early literacy, language, motor, and social-emotional

*"Inspire life-long learners. Build Character. Prepare them for their future."*



# PIPESTONE AREA SCHOOLS District No. 2689

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Sonja Ortman, MS/HS Principal  
Jennifer Moravetz, Elementary Principal  
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development so we can better understand their readiness for school and plan how to support them from the very beginning. This information also helps us thoughtfully place students in classrooms where they can be most successful. Kindergarten Round-Up is also a wonderful opportunity for families to learn more about our school, ask questions, and begin building strong partnerships with our staff.

- **TERRIFIC Kid Program** - We will celebrate our TERRIFIC Kids on Friday, March 27th, recognizing students who consistently demonstrate positive behavior, effort, and character.
- **Update of attendance goal** - Our current attendance rate is 94.2%. We have 10 students who have perfect attendance so far this school year!

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## March 23, 2026 Board Report - Lisa Pease

- 1.) District Assessment Updates: The ACCESS testing window closed on Friday, March 20, 2026; I have been working on doing inventory and packing up all of those materials to ship back. Next up we have the ACT, which will be administered on April 7, 2026. As you may recall, the ACT online assessment platform was not functioning properly last year on our assessment date, which caused some anxiety with our students. Because of that, we decided to go back to the paper/pencil assessment as we want to create the best testing environment that we can for our students. Then, on April 14, 2026 we will begin our first round of MCA testing. This year we have School Assessment Coordinators at each building level so that we can reduce the total number of assessment days. During Wednesday Early Dismissals I have met with all of the teachers and paraprofessionals that will be proctoring the MCAs to ensure they have completed the training requirements.
- 2.) Curriculum Director Networking Meeting: Each month I attend a Curriculum Director Networking Meeting with other directors from the SWWC region. This month part of the discussion included American Indian Education. Our teachers are always looking for Native American related teaching resources that align with our standards, so I will be sharing this information with them. We also discussed literacy updates for the READ ACT and much of the discussion centered around how we are implementing the requirements at the secondary level. Most districts are struggling with how to meet the requirements at the high school level as we do not have reading interventionists or daily PRIME/FLEX. Mrs. Ortman, Mrs. Speer (Literacy Lead), and I have met a few times to discuss how we can best support our students at the middle and high school levels, but no decisions have been made yet. Another point of discussion was that MDE is requiring CAPTI (diagnostic reading assessment for grades 4 - 12), however, no additional READ ACT funding has been issued to assist with the cost of the program. Natalie Delmonico, our COMPASS Regional Literacy Lead at SWWC indicated that the other regional literacy leads have been in communication with MDE regarding this burden on districts.
- 3.) A&I Update: Our FY27 Budget was due on March 15, 2026. In FY26 we did not utilize our entire budget, so we were able to make a couple of additions to our FY27 Budget. One of our current projects is in regards to our attendance data. If the budget is approved, we will be purchasing Attendance Boards, which will give us a visual representation of our student attendance each month. Along with this, we will be able to purchase student attendance incentives. An additional project will include the funding of FLINTK12. Once the budget is approved, we will work on updating our current A&I plan to reflect those changes.

**Request for Overnight Trip to the 2026 State FFA Convention - St. Paul, MN**

**Competing Career Development Event (CDE) Teams**

- Horse Evaluation - 4 students
- Livestock Evaluation Team - 4 students
- Meat Evaluation Team - 4 students
- Companion Animals Team - 4 students
- Fish & Wildlife Individual - 1 student
- State Degree Recipients - 4 students
- Dairy Evaluation Team - 3 students
- Floriculture Team (Tentative) - 4 students
- Best Informed Greenhand (BIG) Students - 8 students

|   |         |
|---|---------|
| Hotel Rooms Sunday to Tuesday (13 rooms)              | \$2,600 |
| Member Transportation Charter Bus                     | \$5,000 |
| Registration Cost                                     | \$1,500 |
| Substitute Teachers – 2 teachers, 2 days each, 4 days | \$800   |
| <hr/>   |         |
| School Board Total Cost                               | \$9,900 |

Plans for Members going to the State FFA Convention: The teams will be leaving Sunday April 19th. Our BIG Teams will compete on Sunday afternoon as well as the opening session. CDEs compete Monday in St. Paul. We will honor state degree recipients on Monday evening. Tuesday will be the announcement of state awards. We will drive home on Tuesday afternoon. In addition, members will attend sessions, vote as delegates, & participate in workshops

Pipestone Area FFA Request: We are requesting permission to go on this overnight trip. Our FFA chapter is asking the school district to assist in the payment for the substitute teacher cost, hotel rooms for state qualifiers, and transportation cost of the students.

The Pipestone FFA Chapter, its sponsors, and its members will be paying for meal functions and registration costs as well as other incidental costs such as parking.

Thank you,

Natalie Resch & Maggie Wertish

Agricultural Education Instructors & FFA Advisors

**RESOLUTION ACCEPTING DONATIONS**

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: “The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”, and

WHEREAS, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.” and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Pipestone Area Schools, ISD 2689, gratefully accepts the following donations to the **school** as identified below:

|                          |          |                           |
|--------------------------|----------|---------------------------|
| Christ the King Lutheran | \$100.00 | Donation to Wellness Room |
|--------------------------|----------|---------------------------|

The motion for adoption of the foregoing resolution made by Member Likness, and duly seconded by Member Taubert, and upon vote being taken thereon, the following voted in favor thereof: Carson, Hiniker, Likness, Wiese, DeBates, and Taubert.

and the following voted against the same: None

The foregoing resolution was approved 6-0 this 23rd day of March, 2026.

SB/RES/2026-010

March 23, 2026

Minutes approved and dated by the board April 27, 2026

## RESOLUTION ACCEPTING DONATIONS

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: “The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”, and

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WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Pipestone Area Schools, ISD 2689, gratefully accepts the following donations to **high school activities** as identified below:

|                                 |            |                      |
|---------------------------------|------------|----------------------|
| Mark T Morgan, DDS              | \$30.00    | Donation to Robotics |
| First Bank & Trust              | \$150.00   | Donation to Robotics |
| M & H Communications            | \$25.00    | Donation to Robotics |
| Hartquist Funeral Homes         | \$25.00    | Donation to Robotics |
| Peak Pros Inc                   | \$50.00    | Donation to Robotics |
| Pater Landscaping LLC           | \$100.00   | Donation to Robotics |
| Gorters Clay & Dairy            | \$250.00   | Donation to Robotics |
| Pipestone Grain Company         | \$500.00   | Donation to Robotics |
| GROWMARK Lubricants             | \$50.00    | Donation to Robotics |
| O’Neill O’Neill & Barduson      | \$50.00    | Donation to Robotics |
| Jer’s Electric, Inc.            | \$100.00   | Donation to Robotics |
| Eagle Trucking Inc., Jeff Baatz | \$1,500.00 | Donation to Robotics |

The motion for adoption of the foregoing resolution made by Member Likness, and duly seconded by Member Taubert, and upon vote being taken thereon, the following voted in favor thereof: Carson, Hiniker, Likness, Wiese, DeBates, and Taubert.

and the following voted against the same: None

The foregoing resolution was approved 6-0 this 23rd day of March, 2026.

SB/RES/2026-009

March 23, 2026

Minutes approved and dated by the board April 27, 2026

## **306 ADMINISTRATOR CODE OF ETHICS**

### **I. PURPOSE**

The purpose of this policy is to establish the requirements of the school board that school administrators adhere to the standards of ethics and professional conduct in this policy and Minnesota law.

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

The standards of professional conduct are as follows:

- A. A school administrator must provide professional educational services in a nondiscriminatory manner.
- B. A school administrator must take reasonable action to protect students and staff from conditions harmful to health and safety.
- C. A school administrator must take reasonable action to provide an atmosphere conducive to learning.
- D. A school administrator must not use professional relationships with students, parents and caregivers, staff, or colleagues to private advantage.
- E. A school administrator must disclose confidential information about individuals only when a compelling professional purpose is served in accordance with state and federal laws and school district policies.
- F. A school administrator must not knowingly falsify or misrepresent records or facts relating to the administrator's qualifications or to the qualifications of other staff or personnel.
- G. A school administrator must not knowingly make false or malicious statements about students, students' families, staff, or colleagues.
- H. A school administrator must not accept gratuities, gifts, or favors that impair professional judgment, nor offer any favor, service, or item of value to obtain special advantage.
- I. A school administrator must only accept a contract for a position when licensed for the position or when a school district is issued a variance by the Minnesota Board of School Administrators.
- J. A school administrator, in filling positions requiring licensure, must employ, recommend for employment, and assign only appropriately licensed personnel, or persons for whom the school district has been issued a variance by the appropriate state board or agency, unless, after making reasonable efforts to obtain a variance, an appropriately licensed person cannot be assigned and the position must be filled to meet a legitimate emergency educational need.

- K. A school administrator must not engage in conduct involving dishonesty, fraud, or misrepresentation in the performance of professional duties.

**Legal References:** Minn. Stat. § 122A.14, Subd. 4 (Duties of Board of School Administrators)  
Minn. Rules Part 3512.0100 (Definitions)  
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)

**Cross References:** None

Adopted: 9/1/1996

Revised: 2-27-2006, 9-23-2019

Revised: 4-24-2023, 3-23-2026

## **410 FAMILY AND MEDICAL LEAVE POLICY**

### **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).

### **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.

### **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. 59**

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. 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:** 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:** None

Adopted: 12/17/1996

Revised: 10/24/2005  
7/24/2017  
7/22/2019  
7/27/2020  
9/27/2021  
8/22/2022  
7/22/2024  
3/23/2026

**502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON**

**I. PURPOSE**

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

**II. GENERAL STATEMENT OF POLICY**

A. Lockers and Personal Possessions Within a Locker

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. Desks

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

C. Personal Possessions and Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

D. A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions.

**III. DEFINITIONS**

A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.

B. "Personal possessions" includes, but is not limited to, purses, backpacks, bookbags, packages, and clothing.

- C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

#### **IV. PROCEDURES**

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.
- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

#### **V. DIRECTIVES AND GUIDELINES**

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

#### **VI. SEIZURE OF CONTRABAND**

If a search yields contraband, school officials will seize the item and, where appropriate, turn it

over to legal officials for ultimate disposition.

## **VII. VIOLATIONS**

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

**Legal References:** U. S. Const., amend. IV  
Minn. Const., art. I, § 10  
Minn. Stat. § 121A.72 (School Locker Policy)  
*New Jersey v. T.L.O.*, 469 U.S. 325 (1985)  
*G.C. v. Owensboro Public Schools*, 711 F.3d 623 (6<sup>th</sup> Cir. 2013)

**Cross References:** MSBA/MASA Model Policy 417 (Chemical Use and Abuse)  
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)  
MSBA/MASA Model Policy 501 (School Weapons)  
MSBA/MASA Model Policy 506 (Student Discipline)

Adopted: 11/20/1995  
Revised: 11/28/2006, 1/29/2018  
Revised: 4/24/2023, 3/23/2026

## **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. 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. Ten (10) 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) Within 14 days upon receipt of 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.
  - (b) After ten (10) cumulated unexcused absences in a 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.

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 two (2) unexcused tardies. In addition, ten (10) unexcused tardies are equivalent in one (1) unexcused absence.

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 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 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: 11/26/2018

Revised: 10/25/2021

Revised: 12/16/2024

Revised: 7-28-2025

Revised: 3/23/2026

## **PIPESTONE COUNTY TRUANCY POLICY**

Research data tells us that students who become truant do not perform as well in school as those who attend school each and every day. Truancy could also lead to a student dropping out of school and sabotaging their opportunity for future employment success. The community, schools, parents, and the student share in the responsibility to promote regular attendance.

### **What is the Definition of Truancy?**

There are two classifications of truancy according to Minnesota Statutes 260A.02, subd. 3. A continuing truant and habitual truant are defined as follows:

A **continuing truant** is a student, under the age of 18, who is absent from attendance at school without lawful excuse for:

- three or more days in one school year in elementary school; or
- three or more class periods or three or more days in one school year in middle, junior, and senior high school.

A **habitual truant** is a student, under 18, who is absent without a valid excuse for:

- seven or more days in elementary school; or
- one or more class periods on seven school days or seven or more days in middle, junior, and senior high school.

### **District/School Responsibility**

The school is the arbitrator of whether or not student's absences are excused or unexcused. Examples of excused absences could be parent/doctor verified illness, family emergencies, and medical/dental appointments. Examples of unexcused absences could be overslept, babysitting, missed the bus, and no call/note from parent. Family vacation may be considered unexcused if prior arrangements have not been made with the school.

The districts, under the umbrella of the mission of public education, shall provide instruction to every child between the ages of 7 and 18 (Minnesota Statute 120A.05, subd. 5). This means according to Minnesota Statute 260A.03, that a child who has **one to three unexcused absences, the parent must be notified** immediately. The school is legally responsible to begin the intervention (see Truancy Intervention Levels) which includes parent notification. It also includes the school setting up a meeting with a parent and child (and Family Services after 3-6 absences) and /or detention for the child. **A school is required to report the student in violation of the law at seven unexcused absences** according to Minnesota Statute 260.131, subd 1b.

### **Parent Responsibility**

Parents hold primary responsibility for their child's attendance at school (Minnesota Statute 120A.22, subd. 1). Failure for parents to compel their children to attend school could result in criminal penalties of a \$700 fine and/or 90 days in jail.

Any student between the ages of 16 and 18 may withdraw from school if the student's parents or guardians do the following:

- Attend a meeting with school personnel to discuss the educational opportunities available to the student including alternative education opportunities; and
- Sign a written election to withdraw.

### **Pipestone County's Responsibility**

Upon receipt of the Truancy Offense Report and referral form from the school:

- Review the information to ensure that the Truancy Offense Report and Referral form is complete.
- Participate in a team meeting with the child/family/school.
- Provide intervention, and services as needed to assist the child to return to school and stay in school.
- Involve the court only when necessary.

## **510 SCHOOL ACTIVITIES**

### **I. PURPOSE**

The purpose of this policy is to impart to students, employees, and the community the school district's policy related to the student activity program.

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

School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental, and emotional well-being. They are of secondary importance in relationship to the formal instructional program; however, they complement the instructional program in providing students with additional opportunities for growth and development.

### **III. RESPONSIBILITY**

- A. The school board expects all students who participate in school-sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.
- B. The school board expects all spectators at school sponsored activities, including parents, employees, and other members of the public, to behave in an appropriate manner at those activities. Students and employees may be subject to discipline and parents and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal, or unsportsmanlike behavior at these activities or events.
- C. The superintendent shall be responsible for disseminating information needed to inform students, parents, staff, and the community of the opportunities available within the school activity program and the rules of participation.
- D. Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. Those employees who conduct MSHSL activities shall be responsible for familiarizing students and parents with all applicable rules, penalties, and opportunities.
- E. The superintendent shall be responsible for conducting an annual evaluation of school activity programs and presenting the results and any recommendations to the school board.
- F. The school board will ensure that any funds raised for extracurricular activities will be spent only on extracurricular activities.

**Legal References:** Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)

**Cross References:** MSBA/MASA Model Policy 503 (Student Attendance)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 713 (Student Activity Accounting)

Adopted: 4/15/1996

Revised: 12/18/2017, 9/23/2019, 4/24/2023

Revised: 3/23/2026

## **511 STUDENT FUNDRAISING**

### **I. PURPOSE**

The purpose of this policy is to address student fundraising efforts.

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

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.

### **III. RESPONSIBILITY**

- A. The building administrators shall be responsible for developing recommendations to the superintendent that will result in a level of activity deemed acceptable by employees, parents, and students. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees, or the school.
- B. All fundraising activities must be approved, in advance, by the administration. Participation in nonapproved activities shall be considered a violation of school district policy.
- C. The superintendent shall be responsible for providing coordination of student fundraising throughout the school district as deemed appropriate.
- D. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization, and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
- E. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner.

### **IV. ANNUAL REPORT**

The superintendent shall report to the school board, at least annually, on the nature and scope of student fundraising activities approved pursuant to this policy.

**Legal References:** Minn. Stat. § 120A.20 (Admission to Public School)  
Minn. Stat. § 123B.09, Subd. 8 (Boards of Independent School Districts)  
Minn. Stat. § 123B.36 (Authorized Fees)

**Cross References:** MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 713 (Student Activity Accounting)

Adopted: 4/15/1996

Revised: 7/24/2017, 8/26/2019, 4/24/2023, 3/23/2026

## **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

“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:

- a. a student’s social security number
- b. 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;
- c. 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;
- d. personally identifiable data which references religion, race, color, social position, or nationality; or
- e. 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.

A school district may choose not to designate some or all of the enumerated information as directory information. A Minnesota school district may add items to the FERPA definition of “directory information”, as long as the added data is not information that generally would be deemed as an invasion of privacy or information that references the student’s religion, race, color, social position, or nationality. Federal law now allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. The identity of those parties and/or purposes should be identified.

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. Designation of directory information is an important policy decision for the local school board who must balance not only the privacy interests of the student against public disclosure but also the additional administrative requirements such restrictions on disclosures will place on the school district.

The 2024 Minnesota legislature enacted Minnesota Statutes, section 480.40, which includes a law limiting disclosure of personal information concerning “judicial officials” (school districts can review the statutory definition of “judicial official”). “Personal information” about a judicial official includes “the name of any child” and the name of any school that such a child attends if combined with an assertion that the child attends the school. School districts may not knowingly publicly post, display, publish, sell, or

otherwise make available on the Internet the personal information of any judicial official," including in response to requests for directory information.

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 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 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 superintendent or designee.

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 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 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 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 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 (34 Code of Federal Regulations, part 99.36) and for bona fide epidemiologic investigations which the 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;
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the 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 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 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 postsecondary educational institutions. To refuse the release of the above information to military recruiting officers and postsecondary educational institutions, a parent or eligible student must notify the responsible authority (building principal) in writing by September 1 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 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 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 Article XIII. of this policy.
2. Paragraph A. of this 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 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 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 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 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 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 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 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 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 Superintendent Dr Klint. W. Willert.
- 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 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. PAS adopted the Minnesota Historical Society's retention schedule.

**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: 5/21/1996

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1/29/2018

10/25/2021

8/22/2022

7/22/2024

7/28/2025

3/23/2026

## 526 HAZING PROHIBITION

***[Note: School districts are required by statute to have a policy addressing these issues. The Minnesota Department of Education (MDE) will maintain and make available a model policy on student and staff hazing in accordance with Minnesota Statutes section 121A.69. The MDE model policy differs from the MSBA/MASA model policy as it incorporates state and federal requirements related to harassment and discrimination which extends beyond the mandate of Minnesota Statutes section 121A.69. Topics of harassment and discrimination are addressed in other MSBA/MASA policies. While school districts are required to adopt a policy governing student and staff hazing, school districts are not required to adopt any particular policy. MSBA recommends this policy.]***

### I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

### II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- I. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### **III. DEFINITIONS**

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:
  - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
  - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
  - 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
- C. "On school premises or school district property, or at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.

- E. "Student" means a student enrolled in a public school or a charter school.
- F. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

**IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.
- F. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

## **V. SCHOOL DISTRICT ACTION**

- A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.
- C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines hazing has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable school district policies and regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

## **VI. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged hazing, who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct.

## **VII. DISSEMINATION OF POLICY**

- A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.

- B. The school district will develop a method of discussing this policy with students and employees.

**Legal References:** Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)  
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.69 (Hazing Policy)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])

Adopted: 12/19/2005

Revised: 9/23/2019

Revised: 4/24/2023, 3/23/2026

## **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 a 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.
- 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.
- 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 postsecondary educational institution as defined in Minnesota Statutes, section 135A.14, the designated school district administrator shall assist in the transfer of the student's immunization file to the postsecondary 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)

Adopted: 4/24/2006

Revised: 8/27/2018

Revised: 4/24/2023, 3/23/2026

## **606 TEXTBOOKS AND INSTRUCTIONAL MATERIALS**

### **I. PURPOSE**

The purpose of this policy is to provide direction for selection of textbooks and instructional materials.

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

The school board recognizes that selection of textbooks and instructional materials is a vital component of the school district's curriculum. The school board also recognizes that it has the authority to make final decisions on selection of all textbooks and instructional materials.

### **III. RESPONSIBILITY OF SELECTION**

- A. While the school board retains its authority to make final decisions on the selection of textbooks and instructional materials, the school board recognizes the expertise of the professional staff and the vital need of such staff to be primarily involved in the recommendation of textbooks and instructional materials. Accordingly, the school board delegates to the superintendent the responsibility to direct the professional staff in formulating recommendations to the school board on textbooks and other instructional materials.
- B. In reviewing textbooks and instructional materials during the selection process, the professional staff shall select materials that:
  - 1. support the goals and objectives of the education programs;
  - 2. consider the needs, age, and maturity of students;
  - 3. foster respect and appreciation for cultural diversity and varied opinion;
  - 4. fit within the constraints of the school district budget;
  - 5. are in the English language. Another language may be used, pursuant to Minnesota Statutes, sections 124D.59 to 124D.61;
  - 6. permit grade-level instruction for students to read and study America's founding documents, including documents that contributed to the foundation or maintenance of America's representative form of limited government, the Bill of Rights, our free-market economic system, and patriotism; and
  - 7. do not censor or restrain instruction in American or Minnesota state history or heritage based on religious references in original source documents, writings, speeches, proclamations, or records.
- C. The superintendent shall be responsible for developing procedures and guidelines to establish an orderly process for the review and recommendation of textbooks and other instructional materials by the professional staff. Such procedures and guidelines shall

provide opportunity for input and consideration of the views of students, parents, and other interested members of the school district community. This procedure shall be coordinated with the school district's curriculum development effort and may utilize advisory committees.

#### **IV. SELECTION OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS**

- A. The superintendent shall be responsible for keeping the school board informed of progress on the part of staff and others involved in the textbook and other instructional materials review and selection process.
- B. The superintendent shall present a recommendation to the school board on the selection of textbooks and other instructional materials after completion of the review process as outlined in this policy.

#### **V. RECONSIDERATION OF TEXTBOOKS OR OTHER INSTRUCTIONAL MATERIALS**

- A. The school board recognizes differences of opinion on the part of some members of the school district community relating to certain areas of the instruction program. Interested persons may request an opportunity to review materials and submit a request for reconsideration of the use of certain textbooks or instructional materials.
- B. The superintendent shall be responsible for the development of guidelines and procedures to identify the steps to be followed to seek reconsideration of textbooks or other instructional materials.
- C. The superintendent shall present a procedure to the school board for review and approval regarding reconsideration of textbooks or other instructional materials. When approved by the school board, such procedure shall be an addendum to this policy.
- D. All [instructional materials](#), including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any [survey](#), analysis, or evaluation as part of any [applicable program](#) shall be available for inspection by the [parents](#) or guardians of the students.

**Legal References:** Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction)  
Minn. Stat. § 120B.235 (American Heritage Education)  
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.09, Subd. 8 (School Board Responsibilities)  
Minn. Stat. § 124D.59-124D.61 (Education for English Learners Act)  
Minn. Stat. § 127A.10 (State Officials and School Board Members to be Disinterested; Penalty)  
20 U.S.C. 1232h(a) (Protection of Pupil Rights)  
Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260 (1988)  
Pratt v. Independent Sch. Dist. No. 831, 670 F.2d 771 (8<sup>th</sup> Cir. 1982)

**Cross References:** MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 604 (Instructional Curriculum)

Adopted: [12/19/2022](#)  
Revised: [12/16/2024, 3/23/2026](#)

## **712 VIDEO RECORDING OTHER THAN ON BUSES**

### **I. PURPOSE**

Maintaining the health, welfare, and safety of students, staff, and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school district property. The school board recognizes the value of video recording systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property.

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

#### **A. Placement**

1. School district buildings and grounds may be equipped with video cameras.
2. Video recording may occur in any school district building or on any school district property.
3. Video recording will normally not be used in bathrooms or locker rooms, although these areas may be monitored by individuals of the same sex as the occupants of the bathrooms or locker rooms.

#### **B. Use of Video Recordings**

1. Video recordings will be viewed by school district personnel on a random basis and/or when problems have been brought to the attention of the school district.
2. A video recording of the actions of students and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct in school district buildings or on school grounds.
3. A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code, section 1232g, and the rules and/or regulations promulgated thereunder.

#### **C. Security and Maintenance**

1. The school district shall establish appropriate security safeguards to ensure that video recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code, section 1232g, and the rules and/or regulations promulgated thereunder.
2. The school district shall ensure that video recordings are retained until relooped.

**Legal References:**

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 138.17 (Government Records; Administration)  
Minn. Stat. § 609.746 (Interference with Privacy)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

**Cross References:**

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 711 (Video Recording on School Buses)

**Resources:**

U.S. Department of Education: [FAQs on Photos and Videos under FERPA](#)  
(Accessed 10/12/25)

Adopted: 5-26-2025

Revised: 3/23/2026

## **722 PUBLIC DATA AND DATA SUBJECT REQUESTS**

**[NOTE: School districts are required by statute to establish procedures consistent with the Minnesota Government Data Practices Act for public data requests and data subject requests.]**

### **I. PURPOSE**

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

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

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13 (MGDPA), and Minnesota Rules, parts 1205.0100-1205.2000 in responding to requests for public data.

### **III. DEFINITIONS**

#### **A. Confidential Data on Individuals**

Data made not public by statute or federal law applicable to the data and are inaccessible to the individual subject of those data.

#### **B. Data on Individuals**

All government data in which any individual is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and the data are not accessed by the name or other identifying data of any individual.

#### **C. Data Practices Compliance Officer**

The data practices compliance official is the designated employee of the school district to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems. The responsible authority may be the data practices compliance official.

#### **D. Government Data**

All data collected, created, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use.

#### **E. Individual**

"Individual" means a natural person. In the case of a minor or an incapacitated person as defined in Minnesota Statutes, section 524.5-102, subdivision 6, "individual" includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority shall withhold data from parents or guardians, or individuals acting as parents or guardians in the absence of

parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor.

F. Inspection

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

G. Not Public Data

Any government data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic.

H. Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data: (a) not accessible to the public; and (b) accessible to the subject, if any, of the data.

I. Private Data on Individuals

Data made by statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of those data.

J. Protected Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data (a) not public and (b) not accessible to the subject of the data.

K. Public Data

All government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

L. Public Data Not on Individuals

Data accessible to the public pursuant to Minnesota Statutes, section 13.03.

M. Public Data on Individuals

Data accessible to the public in accordance with the provisions of Minnesota Statutes, section 13.03.

N. Responsible Authority

The individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

O. Summary Data

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 an individual is ascertainable. Unless classified pursuant to Minnesota Statutes, section 13.06, another statute, or federal law, summary data is public.

**IV. REQUESTS FOR PUBLIC DATA**

A. All requests for public data must be made in writing directed to the responsible authority.

1. A request for public data must include the following information:

- a. Date the request is made;
- b. A clear description of the data requested;
- c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
- d. Method to contact the requestor (such as phone number, address, or email address).

2. Unless specifically authorized by statute, the school district may not require persons to identify themselves, state a reason for, or justify a request to gain access to public government data. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data.

3. The identity of the requestor is public, if provided, but cannot be required by the government entity.

4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.

B. The responsible authority will respond to a data request at reasonable times and places as follows:

1. The responsible authority will notify the requestor in writing as follows:

- a. The requested data does not exist; or
- b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or

(1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.

- (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
  2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
  3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
  4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
  5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.
- C. If the school district notifies the requesting person that responsive data or copies are available for inspection or collection, and the requesting person does not inspect the data or collect the copies within five business days of the notification, the school district may suspend any further response to the request until the requesting person inspects the data that has been made available, or collects and pays for the copies that have been produced.

**[NOTE: The 2025 Minnesota legislature enacted Paragraph C.]**

## **V. REQUEST FOR SUMMARY DATA**

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
  1. A request for the preparation of summary data must include the following information:
    - a. Date the request is made;
    - b. A clear description of the data requested;
    - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
    - d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
  1. The estimated costs of preparing the summary data, if any; and
  2. The summary data requested; or

3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
  4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

**VI. DATA BY AN INDIVIDUAL DATA SUBJECT**

- A. Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals shall be limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.
- B. Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes, section 13.05, subdivision 4.
- C. Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.
- D. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six (6) months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.
- E. The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.
- F. The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten (10) days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.
- G. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
- H. The determination of the responsible authority may be appealed by a data subject pursuant to the provisions of the Administrative Procedure Act relating to contested

cases. Upon receipt of an appeal by an individual, the Commissioner of the Minnesota Department of Administration ("Commissioner") shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes, chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the Commissioner may refer the matter to mediation. Following these efforts, the Commissioner shall dismiss the appeal or issue the order and notice of hearing.

- I. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes, section 138.17.
- J. After completing, correcting, or destroying successfully challenged data, the school district may retain a copy of the Commissioner's order issued under Minnesota Statutes, chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

#### **VII. REQUESTS FOR DATA BY AN INDIVIDUAL SUBJECT OF THE DATA**

- A. All requests for individual subject data must be made in writing directed to the responsible authority.
- B. A request for individual subject data must include the following information:
  - 1. Statement that one is making a request as a data subject for data about the individual or about a student for whom the individual is the parent or guardian;
  - 2. Date the request is made;
  - 3. A clear description of the data requested;
  - 4. Proof that the individual is the data subject or the data subject's parent or guardian;
  - 5. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
  - 6. Method to contact the requestor (such as phone number, address, or email address).
- C. The identity of the requestor of private data is private.
- D. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- E. Policy 515 (Protection and Privacy of Pupil Records) addresses requests of students or their parents for educational records and data.

#### **VIII. COSTS**

- A. Public Data
  - 1. The school district will charge for copies provided as follows:

- a. One hundred (100) or fewer pages of black and white, letter or legal sized paper copies will be charged at twenty-five (25) cents for a one-sided copy or fifty (50) cents for a two-sided copy.
- b. More than one hundred (100) pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.
  - (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
  - (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.
2. All charges must be paid for in cash or by check in advance of receiving the copies.

B. Summary Data

1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
2. The school district may assess costs associated with the preparation of summary data as follows:
  - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
  - b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

C. Data Belonging to an Individual Subject

1. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

The responsible authority shall not charge the data subject any fee in those instances where the data subject only desires to view private data.

The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies. Based on the factors set forth in Minnesota Rule, 1205.0300, subpart 4, the school district determines that a reasonable fee would be the charges set forth in section VIII.A of this policy that apply to requests for data by the public.

2. The school district may not charge a fee to search for or to retrieve educational records of a child with a disability by the child's parent or guardian or by the child upon the child reaching the age of majority.

## **IX. Annual Review and Posting**

- A. The responsible authority shall prepare a written data access policy and a written policy for the rights of data subjects (including specific procedures the school district uses for access by the data subject to public or private data on individuals). The responsible authority shall update the policies no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.
- B. Copies of the policies shall be easily available to the public by distributing free copies to the public or by posting the policies in a conspicuous place within the school district that is easily accessible to the public or by posting them on the school district's website.

### **Data Practices Contacts**

#### **Responsible Authority:**

Sonja Ortman  
MS/HS  
1401 7<sup>th</sup> St. SW, Pipestone, MN 56164  
507-562-6099  
[Sonja.ortman@pas.k12.mn.us](mailto:Sonja.ortman@pas.k12.mn.us)

Jennifer Moravetz  
Pipestone Elementary  
1401 7<sup>th</sup> St SW, Pipestone, MN 56164  
507-562-6200  
[Jennifer.moravetz@pas.k12.mn.us](mailto:Jennifer.moravetz@pas.k12.mn.us)

#### **Data Practices Compliance Official:**

Dr. Klint W. Willert  
District Office/MSHS  
1401 7<sup>th</sup> St SW  
Pipestone, MN 56164  
507-562-6068  
[Klint.willert@pas.k12.mn.us](mailto:Klint.willert@pas.k12.mn.us)

#### **Data Practices Designee(s):**

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.01 (Government Data)  
Minn. Stat. § 13.02 (Definitions)  
Minn. Stat. § 13.025 (Government Entity Obligation)  
Minn. Stat. § 13.03 (Access to Government Data)  
Minn. Stat. § 13.04 (Rights of Subjects to Data)  
Minn. Stat. § 13.05 (Duties of Responsible Authority)  
Minn. Stat. § 13.32 (Educational Data)  
Minn. Rules Part 1205.0300 (Access to Public Data)  
Minn. Rules Part 1205.0400 (Access to Private Data)

**Cross References:** MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

**Resources:**

MN Department of Administration: [Actual Cost](#)  
MN Department of Administration: [Copy Costs](#)  
MN Department of Administration: [Education Data](#)

Adopted: [8/27/2018](#)

Revised: [8/22/2022](#)  
[4/24/2023](#)  
[7/22/2024](#)  
[7/28/2025](#)  
[3/23/2026](#)

## **901 COMMUNITY EDUCATION**

### **I. PURPOSE**

The purpose of this policy is to convey to employees and to the general public the important role of community education within the school district.

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

The school board affirms a strong commitment to the community education program. The school board welcomes, and strongly encourages use of school buildings and activity areas by the community when not used for regularly scheduled elementary and secondary programs. The school administration should strive to accomplish the following objectives:

- A. Maximum use should be made of public-school facilities within the school district service area.
- B. Educational needs and interest of area residents should be determined periodically.
- C. Community resources and expertise of residents should be utilized to develop a vibrant, well-rounded community education program.
- D. Area residents should be encouraged to actively participate in program opportunities.

### **III. COMMUNITY EDUCATION ADVISORY COUNCIL**

- A. The council shall assist in promoting the goals and objectives of the program.
- B. The membership of the community education advisory will consist of members who represent: various service organizations; churches; public and nonpublic schools; local government including elected officials; public and private nonprofit agencies serving youth and families; parents; youth; park, recreation or forestry services of municipal or local government units located in whole or in part within the boundaries of the school district; and any other groups participating in the community education program in the school district.
- C. Bylaws of the community education advisory council shall provide the framework for the organization including criteria pertaining to membership, officers' duties, frequency and structure of meetings and such other matters as deemed necessary and appropriate.
- D. The council will adopt a policy to reduce and eliminate program duplication within the school district.

**Legal References:** Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses for School and Nonschool Purposes; Closings)  
Minn. Stat. § 124D.19, Subd. 1 (Community Education Programs; Advisory Council)  
Minn. Stat. § 124D.20, Subd. 1 (Community Education Revenue)

**Cross References:** MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)

Adopted: 11/19/1996

Revised: 6/24/2019

Revised: 4/24/2023, 3/23/2026

## **902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for community use of school facilities and equipment.

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

The school board encourages maximum use of school facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school purposes.

### **III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES**

- A. The school district administration shall be charged with the process of scheduling rooms and special areas for community education classes and activities planned to be offered during each session.
- B. Procedures for providing publicity, registration, and collection of fees shall be the responsibility of the school district administration.
- C. Registration fees may be structured to include a pro-rata portion of costs for custodial services that may be needed.

### **IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES**

- A. The school board may authorize the use of school facilities by community groups or individuals. It may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate.
- B. Requests for use of school facilities by community groups or individuals shall be made through the school district administrative office. The administration will present recommended procedures for the processing and review of requests to the school board. Upon approval by the school board, such procedures shall be an addendum to this policy.
- C. The school board may require a rental fee for the use of school facilities. Such fee may include the cost of custodial and supervisory service if deemed necessary. It may also require a deposit or surety bond for the proper use and repair of damage to school facilities. A rental fee schedule, deposit or surety bond schedule, and payment procedure shall be presented for review and approval by the school board.
- D. When emergencies or unusual circumstances arise that necessitate rescheduling the use of school facilities, every effort will be made to find acceptable alternative meeting space.

### **V. USE OF SCHOOL EQUIPMENT**

The administration will present a procedure to the school board for review and approval regarding the type of equipment that is available for community use, the extent to which it may

be utilized, and the manner by which it may be scheduled for use and any charges to be made relating thereto. Upon approval of the school board, such procedure shall be an addendum to this policy.

## **VI. RULES FOR USE OF FACILITIES AND EQUIPMENT**

The school board expects members of the community who use facilities and equipment to do so with respect for school district property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment. A certificate of insurance may be required by the school district to ensure payment for these damages and any liability for injuries.

**Legal References:** Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses For School and Nonschool Purposes; Closings)

**Cross References:** MSBA/MASA Model Policy 801 (Equal Access to School Facilities)  
MSBA/MASA Model Policy 901 (Community Education)

Adopted: 4/15/1996

Revised: 6/24/2019

Revised: 4/24/2023, 3/23/2026

**903 VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES**

**I. PURPOSE**

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.

**II. GENERAL STATEMENT OF POLICY**

- A. The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.
- B. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

**III. POST-SECONDARY ENROLLMENT OPTIONS STUDENTS**

- A. A student enrolled in a post-secondary enrollment options course may remain at the school site during regular school hours in accordance with established procedures.
- B. A student enrolled in a post-secondary enrollment options course may be provided with reasonable access, during regular school hours, to a computer and other technology resources that the student needs to complete coursework for a post-secondary enrollment course in accordance with established procedures.

**IV. RESPONSIBILITY**

- A. The school district administration shall present recommended visitor and post-secondary enrollment options student procedures and requirements to the school board for review and approval. The procedures should reflect input from employees, students and advisory groups, and shall be communicated to the school community and the general public. Upon approval by the school board, such procedures and requirements shall be an addendum to this policy.
- B. The superintendent shall be responsible for providing coordination that may be needed throughout the process and providing for periodic school board review and approval of the procedures.

**V. VISITOR LIMITATIONS**

- A. An individual, post-secondary enrollment options student, or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.

- B. Visitors, including post-secondary enrollment options students, are authorized to park vehicles on school property at times and in locations specified in the approved visitor procedures and requirements which are an addendum to this policy or as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school property, school officials may:
1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
  2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school property.
- C. An individual, post-secondary enrollment options student, or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

**Legal References:** Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
Minn. Stat. § 124D.09 (Postsecondary Enrollment Options Act)  
Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)  
Minn. Stat. § 609.605, Subd. 4 (Trespass)

**Cross References:** None

Adopted: 9/17/1996

Revised: 8/27/2018

Revised: 4/24/2023, 3/23/2026

## **614 SCHOOL DISTRICT TESTING PLAN AND PROCEDURE**

### **I. PURPOSE**

The purpose of this policy is to set forth the school district's testing plan and procedure.

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

The policy of the school district is to implement procedures for testing, test security, documentation, and record keeping.

### **III. DUTIES OF SCHOOL DISTRICT PERSONNEL REGARDING TEST ADMINISTRATION**

#### **A. Superintendent**

1. Responsibilities before testing.
  - a. Designate a district assessment coordinator and district technology coordinator.
  - b. The superintendent, or a designee who has been authorized to be the identified official with authority by the school board, pre-authorizes staff access for applicable Minnesota Department of Education (MDE) secure systems.
  - c. Annually review and recertify staff who have access to MDE secure systems.
  - d. Read and complete the *Assurance of Test Security and Non-Disclosure*.  
**[NOTE: This form is available on the Minnesota PearsonAccess Next website—see Cross References for website address.]**
  - e. Establish a culture of academic integrity.
  - f. Fully cooperate with MDE representatives conducting site visits or Minnesota Test of Academic Skills (MTAS) audits during testing.
  - g. Ensure student information is current and accurate.
  - h. Ensure that a current district test security procedure is in place and that all relevant staff have been provided district training on test administration and test security.
  - i. Ensure that a current process is included for tracking which students tested with which test monitors and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).
  - j. Confirm the district assessment coordinator has current information and training specific to test security and the administration of statewide assessments.

- k. Confirm the district assessment coordinator completes Pre-test Editing in the Test Web Edit System (WES).
  - l. Post on the school district website the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form.
2. Responsibilities after testing.
- a. Confirm the district assessment coordinator and Minnesota Automated Reporting Student System (MARSS) coordinator complete Post-test Editing in Test WES.
  - b. Verify with the district assessment coordinator that all test security issues have been reported to MDE and are being addressed.
  - c. Confirm the MARSS coordinator has updated all student records for Post-test Editing.
  - d. Confirm the district assessment coordinator has finalized the district's assessment information prior to the close of Post-test Editing in Test WES.
  - e. Confirm the district assessment coordinator, or designee, has access to the Graduation Requirements Records (GRR) system and enters necessary information.
  - f. Discuss assessment results with the district assessment coordinator and school administrators.

B. District Assessment Coordinator

1. Responsibilities before testing.
- a. Serve as primary contact with MDE regarding policy and procedure questions related to test administration.
  - b. Read and complete the *Assurance of Test Security and Non-Disclosure*.
  - c. Confirm all staff who handle test materials, administer tests, or have access to secure test content have completed the *Assurance of Test Security and Non-Disclosure*.
    - (1) Maintain the completed *Assurance of Test Security and Non-Disclosure* for two years after the end of the academic school year in which testing took place.
  - d. Review with all staff the *Assurance of Test Security and Non-Disclosure* and their responsibilities thereunder.
  - e. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
  - f. Establish district testing schedule within the testing windows specified by the MDE and service providers.
  - g. Prepare testing conditions, including user access to service provider websites, preparing readiness for online testing, preparing a plan for tracking which students test on which computers or devices, ensure accommodations are indicated as necessary, providing students with opportunity to become familiar with test format, item types, and tools prior to test administration; establishing process for inventorying and

distributing secure test materials where necessary; preparing procedures for expected and unexpected situations occurring during testing; planning for addressing technical issues while testing; identify staff who will enter student responses from paper accommodated test materials and scores from MTAS administration online.

- h. Train school assessment coordinators, test monitors, MTAS test administrators, and ACCESS (test for English language learners) and Alternate ACCESS test administrators.
    - (1) Provide training on proper test administration and test security (Pearson's Training Management System).
    - (2) Verify staff complete any and all test-specific training.
  - i. Maintain security of test content, test materials, and record of all staff involved.
    - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
    - (2) Organize secure test materials for online administrations and keep them secure.
    - (3) Define chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
  - j. Confirm that all students have appropriate test materials.
2. Responsibilities on testing day(s).
- a. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and policies and procedures.
  - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
  - c. Contact the MDE assessment contact within 24 hours of a security breach and submit the *Test Security Notification* in Test WES within 48 hours.
  - d. Address invalidations and test or accountability codes.
3. Responsibilities after testing.
- a. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
  - b. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
  - c. Return secure test materials as outlined in applicable manuals and resources.

- d. Collect security documents and maintain them for two years from the end of the academic school year in which testing took place.
- e. Review student assessment data and resolve any issues.
- f. Distribute Individual Student Reports no later than fall parent/teacher conferences.
- g. Enter Graduation Requirements Records in the GRR system.

C. School Principal

1. Responsibilities before testing.
  - a. Designate a school assessment coordinator and technology coordinator for the building.
  - b. Be knowledgeable about proper test administration and test security as outlined in manuals and directions.
  - c. Read and complete the *Assurance of Test Security and Non-Disclosure*.
  - d. Communicate the importance of test security and expectation that staff will keep test content secure and act with honesty and integrity during test administration.
  - e. Provide adequate secure storage space for secure test materials before, during, and after testing until they are returned to the service provider or securely disposed of.
  - f. Ensure adequate computers and/or devices are available and rooms are appropriately set up for online testing.
  - g. Verify that all test monitors and test administrators receive proper training for test administration.
  - h. Ensure students taking specified tests have opportunity to become familiar with test format, item types, and tools prior to test administration.
  - i. Include the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form in the student handbook.
2. Responsibilities on testing day(s).
  - a. Ensure that test administration policies and procedures and test security requirements in all manuals and directions are followed.
  - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
3. Responsibilities after testing.
  - a. Ensure all secure test materials are collected, returned, and/or disposed of securely as required in any manual.
  - b. Ensure requirements for embargoed final assessment results are followed.

D. School Assessment Coordinator

1. Responsibilities before testing.
  - a. Implement test administration and test security policies and procedures.
  - b. Read and complete the *Assurance of Test Security and Non-Disclosure*.
  - c. Ensure all staff who handle test materials, administer tests, or have access to secure test content read and complete the *Assurance of Test Security and Non-Disclosure*.
  - d. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
  - e. Prepare testing conditions, including the following: schedule rooms and computer labs; arrange for test monitors and administrators; arrange for additional staff to assist with unexpected situations; arrange for technology staff to assist with technical issues; develop a plan for tracking which students test on which computers or devices; plan seating arrangements for students; ensure preparations are completed for Optional Local Purpose Assessment (OLPA), Minnesota Comprehensive Assessment (MCA), and ACCESS online testing; ensure accommodations are properly reported; confirm how secure paper test materials will arrive and quantities to expect; address accommodations and specific test administration procedures; determine staff who will enter the student responses from paper accommodated test materials and scores from MTAS administrations online.
  - f. Train staff, including all state-provided training materials, policies and procedures, and test-specific training.
  - g. Maintain security of test content and test materials.
    - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
    - (2) Organize secure test materials for online administrations and keep them secure.
    - (3) Follow chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
    - (4) Identify need for additional test materials to district assessment coordinator.
    - (5) Provide MTAS student data collection forms if necessary.
    - (6) Distribute applicable ACCESS and Alternate ACCESS *Test Administrator Scripts* and *Test Administration Manuals* to test administrators so they can become familiar with the script and prepare for test administration.
    - (7) Confirm that all students taking ACCESS and Alternate ACCESS have appropriate test materials and preprinted student information, ~~on~~ the label is accurate.

2. Responsibilities on testing day(s).
  - a. Distribute materials to test monitors and ACCESS test administrators and ensure security of test materials between testing sessions and that district procedures are followed.
  - b. Ensure *Test Monitor and Student Directions* and *Test Administrator Scripts* are followed and answer questions regarding same.
  - c. Fully cooperate with MDE representatives conducting site visits or MTAS audits, as applicable.
  - d. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and test administration policies and procedures.
  - e. Report testing irregularities to district assessment coordinator using the *Test Administration Report*.

**[NOTE: This form is available on the Minnesota PearsonAccess Next website—see Cross References for website address.]**

- f. Report security breaches to the district assessment coordinator as soon as possible.
3. Responsibilities after testing.
  - a. Ensure that all paper test materials are kept locked and secure and security checklists completed.
  - b. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
  - c. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
  - d. Return secure test materials as outlined in applicable manuals and resources.
  - e. Prepare materials for pickup by designated carrier on designated date(s). Maintain security of all materials.
  - f. Ensure requirements for embargoed final assessment results are followed.

E. Technology Coordinator

1. Ensure that district is prepared for online test administration and provide technical support to district staff.
2. Acquire all necessary user identifications and passwords.
3. Read and complete the *Assurance of Test Security and Non-Disclosure*.
4. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
5. Attend district training and any service provider technology training.
6. Review, use, and be familiar with all service provider technical documentation.

7. Prepare computers and devices for online testing.
8. Confirm site readiness.
9. Provide all necessary accessories for testing, technical support/troubleshooting during test administration and contact service provider help desks as needed.

F. Test Monitor

1. Responsibilities before testing.
  - a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
  - b. Attend trainings related to test administration and security.
  - c. Complete required training course(s) for tests administering.
  - d. Be knowledgeable about how to contact the school assessment coordinator during testing, where to pick up materials on day of test, and plan for securing test materials between test sessions.
  - e. Be knowledgeable regarding student accommodations.
  - f. Remove or cover any instructional posters or visual materials in the testing room.
2. Responsibilities on testing day(s).
  - a. Before test.
    - (1) Receive and maintain security of test materials.
    - (2) Verify that all test materials are received.
    - (3) Ensure proper number of computers/devices or paper accommodated test materials are present.
    - (4) Verify student testing tickets and appropriate allowable materials.
    - (5) Assign numbered test books to individual students.
    - (6) Complete information as directed.
    - (7) Record extra test materials.
  - b. During test.
    - (1) Verify that students are logged in and taking the correct test or using the correct grade-level and tier test booklet for students with paper accommodated test materials.
    - (2) Follow all directions and scripts exactly.
    - (3) Follow procedures for restricting student access to cell phones and other electronic devices, including wearable electronic devices.
    - (4) Stay in testing room and remain attentive during entire test session. Practice active monitoring by circulating throughout the room during testing.

**[NOTE: School districts may allow test monitors to use their cell phones only to alert other staff of issues. If allowed, the school district should train the test monitors on proper and improper use.]**

- (5) Be knowledgeable about responding to emergency or unusual circumstances and technology issues.
  - (6) Do not review, discuss, capture, email, post, or share test content in any format.
  - (7) Ensure all students have been provided the opportunity to independently demonstrate their knowledge.
  - (8) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
  - (9) Document the students who tested with the test monitor and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).
  - (10) Document students who require a scribe or translated directions or any unusual circumstances and report to school assessment coordinator.
  - (11) Report any possible security breaches as soon as possible.
- c. After test.
- (1) Follow directions and scripts exactly.
  - (2) Collect all materials and keep secure after each session. Upon completion return to the school assessment coordinator.
  - (3) Immediately report any missing test materials to the school assessment coordinator.

G. MTAS Test Administrator

1. Before testing.
  - a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
  - b. Attend trainings related to test administration and security.
  - c. Complete required training course(s) for tests administering.
  - d. Be knowledgeable as to when and where to pick up MTAS materials and the school's plan for keeping test materials secure.
  - e. Prepare test materials for administration, including objects and manipulatives, special instructions, and specific adaptations for each student.
2. Responsibility on testing day(s).
  - a. Before the test.
    - (1) Maintain security of materials.

- (2) Confirm appropriate MTAS materials are available and prepared for student.
- b. During the test.
  - (1) Administer each task to each student and record the score.
  - (2) Be knowledgeable about how to contact the district or school assessment coordinator, if necessary, and responding to emergency and unusual circumstances.
  - (3) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
  - (4) Document and report and unusual circumstances to district or school assessment coordinator.
- c. After the test.
  - (1) Keep materials secure.
  - (2) Return all materials.
  - (3) Return objects and manipulatives to classroom.
  - (4) Enter MTAS scores online or return data collection forms to the district or school assessment coordinator.

H. MARSS Coordinator

- 1. Responsibilities before testing.
  - a. Confirm all eligible students have unique state student identification (SSID) or MARSS numbers.
  - b. Ensure English language and special education designations are current and correct for students testing based on those designations.
  - c. Submit MARSS data on an ongoing basis to ensure accurate student demographic and enrollment information.
- 2. Responsibilities after testing.
  - a. Ensure accurate enrollment of students in schools during the accountability windows.
  - b. Ensure MARSS identifying characteristics are correct, especially for any student not taking an accountability test.
  - c. Work with district assessment coordinator to edit discrepancies during the Post-test Edit window in Test WES.

I. Any Person with Access to Test Materials

Read and complete the *Assurance of Test Security and Non-Disclosure*.

**IV. TEST SECURITY**

- A. Test Security Procedures will be adopted by school district administration.

**[NOTE: This form is available on the Minnesota PearsonAccess Next website—see Cross References for website address.]**

- B. Students will be informed of the following:
1. The importance of test security;
  2. Expectation that students will keep test content secure;
  3. Expectation that students will act with honesty and integrity during test administration;
  4. Expectation that students will not access cell phones, wearable technology (e.g., smart watches, fitness trackers), or other devices that can electronically send or receive information. The test of a student who wears a device during testing must be invalidated.  
  
If a student completes testing and then accesses a cell phone or other prohibited device (including wearable technology), the school district must take further action to determine if the test should be invalidated, rather than automatically invalidating the test.
  5. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.
- C. Staff will be informed of the following:
1. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.
  2. Other contact information and options for reporting security concerns.

**V. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT**

- A. The school district shall maintain records necessary for program audits conducted by MDE. The records must include documentation consisting of the following:
1. Signed *Assurance of Test Security and Non-Disclosure* forms must be maintained for two years after the end of the academic year in which the testing took place.
  2. School district security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
  3. School security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
  4. Test Monitor Test Materials Security Checklist provided for each group of students assigned to a test monitor must be maintained for two years after the end of the academic school year in which testing took place.
  5. School district test monitor tracking documentation must be maintained for two years after the end of the academic year in which the tracking took place.
  6. ACCESS and Alternate ACCESS Packing List and Security Checklist provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.

7. Documentation of school district staff training on test administration and test security must be maintained for two years after the end of the academic school year in which testing took place.
8. *Test Security Notification* must be maintained for two years after the end of the academic school year in which testing took place.
9. *Test Administration Report* must be maintained for one year after the end of the academic school year in which testing took place.
10. Record of staff trainings and test-specific trainings must be maintained for one year after the end of the academic year in which testing took place.

**Legal References:**

Minn. Stat. § 13.34 (Examination Data)  
 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. § 120B.36, Subd. 2 (School Accountability)  
 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)  
 20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

**Cross References:**

MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)  
 MSBA/MASA Model Policy 613 (Graduation Requirements)  
 MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
 MSBA/MASA Model Policy 616 (School District System Accountability)  
 Minnesota PearsonAccess Next Resources and Forms:  
<http://minnesota.pearsonaccessnext.com/policies-and-procedures/>

Adopted: 3/23/2026

**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. 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 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 to actively participate in school, work, home, and community environments.
2. Alternate assessment 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. 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 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);
2. The student must have a most significant cognitive disability;
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 ; and
5. A desire to simplify test administration, which may include behavioral concerns or anticipated emotional distress.

**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)

**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: 3/23/2026

- First Day of School
- In-Service - No School
- Holiday/Break - No School
- Early Dismissal
- New Teacher Orientation
- \* Conferences



**Student Instruction Days**

- 1st Quarter 42 Days** - September 8 - November 6
- 2nd Quarter 41 Days** - November 9 - January 15
- 3rd Quarter 43 Days** - January 19 - March 19
- 4th Quarter 47 Days** - March 22 - May 28

Adopted: [Date]

| AUGUST 2026 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
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| 2           | 3  | 4  | 5  | 6  | 7  | 8  |
| 9           | 10 | 11 | 12 | 13 | 14 | 15 |
| 16          | 17 | 18 | 19 | 20 | 21 | 22 |
| 23          | 24 | 25 | 26 | 27 | 28 | 29 |
| 30          | 31 |    |    |    |    |    |

| SEPTEMBER |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           |    | 1  | 2  | 3  | 4  | 5  |
| 6         | 7  | 8  | 9  | 10 | 11 | 12 |
| 13        | 14 | 15 | 16 | 17 | 18 | 19 |
| 20        | 21 | 22 | 23 | 24 | 25 | 26 |
| 27        | 28 | 29 | 30 |    |    |    |

| OCTOBER |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | T  | F  | S  |
|         |    |    |    | 1  | 2  | 3  |
| 4       | 5  | 6  | 7  | 8  | 9  | 10 |
| 11      | 12 | 13 | 14 | 15 | 16 | 17 |
| 18      | 19 | 20 | 21 | 22 | 23 | 24 |
| 25      | 26 | 27 | 28 | 29 | 30 | 31 |

| NOVEMBER |    |    |    |     |    |    |
|----------|----|----|----|-----|----|----|
| S        | M  | T  | W  | T   | F  | S  |
| 1        | 2  | 3  | 4  | 5   | 6  | 7  |
| 8        | 9  | 10 | 11 | 12  | 13 | 14 |
| 15       | 16 | 17 | 18 | 19* | 20 | 21 |
| 22       | 23 | 24 | 25 | 26  | 27 | 28 |
| 29       | 30 |    |    |     |    |    |

| DECEMBER |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    | 1  | 2  | 3  | 4  | 5  |
| 6        | 7  | 8  | 9  | 10 | 11 | 12 |
| 13       | 14 | 15 | 16 | 17 | 18 | 19 |
| 20       | 21 | 22 | 23 | 24 | 25 | 26 |
| 27       | 28 | 29 | 30 | 31 |    |    |

## 2026-2027 CALENDAR A

- 8/26 - New Teacher Orientation
- 8/31 - In-Service (Teachers & Paras)
- 9/1 - Open House (Teachers & Paras)
- 9/2 - In-Service (Teachers & Paras)
- 9/3 - In-Service - (Teachers)
- 9/7 - Labor Day - No School
- 9/8 - First Day of School
- 9/9, 9/16, 9/23, 9/30 - **Early Dismissal - 2:00**
- 10/7, 10/14, 10/21, 10/28 - **Early Dismissal - 2:00**
- 10/15 and 10/16 - MEA No School
- 11/3 - No Meetings or Activities 6-8 PM
- 11/6 - End of 1st Quarter (42)
- 11/4, 11/11, 11/18 - **Early Dismissal - 2:00**
- 11/11 Veteran's Day - No Meetings
- 11/19 - **Early Dismissal - 12:00**
- 11/19 \* - Parent Teacher Conferences 1:00 - 7:30 ( T & P)
- 11/25 - **Early Dismissal - 12:00**
- 11/26 - 11/27 - Thanksgiving Break
- 12/2, 12/9, 12/16 - **Early Dismissal - 2:00**
- 12/23 - **Early Dismissal - 1:00**
- 12/24 - 1/1 - No School - Winter Break
- 1/4 - School Resumes
- 1/6, 1/13, 1/20, 1/27 - **Early Dismissal - 2:00**
- 1/15 - End of First Semester (41)
- 1/18 - In-Service (T & P)/ No School/Snow Make-Up
- 1/18 - MLK Day - No Meetings
- 2/3, 2/10, 2/17, 2/24 - **Early Dismissal - 2:00**
- 2/15 - President's Day - No School
- 3/3, 3/10, 3/17, 3/24, 3/31 - **Early Dismissal 2:00**
- 3/4 \* - Elem. Student Led Conf/**No School Elementary**
- 3/9 - No Meetings/Activities 6-8 PM (Township Elect)
- 3/19 - End of 3rd Quarter (43)
- 3/25 - No School/Snow Make-Up Day
- 3/26, 3/29 - No School - Spring Break
- 4/7, 4/14, 4/21, 4/28 - **Early Dismissal - 2:00**
- 5/5, 5/12, 5/19, 5/26 - **Early Dismissal - 2:00**
- 5/28 - Last Student Day - **Early Dismissal 1:00** (47)
- 5/30 - Graduation - 2:00
- 5/31 - Memorial Day - No School
- 6/1 - In-Service - (Teachers and Paras)
- 6/2, 6/3 - In-Service -(Teachers)

| JANUARY 2027 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
|              |    |    |    |    | 1  | 2  |
| 3            | 4  | 5  | 6  | 7  | 8  | 9  |
| 10           | 11 | 12 | 13 | 14 | 15 | 16 |
| 17           | 18 | 19 | 20 | 21 | 22 | 23 |
| 24           | 25 | 26 | 27 | 28 | 29 | 30 |
| 31           |    |    |    |    |    |    |

| FEBRUARY |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          | 1  | 2  | 3  | 4  | 5  | 6  |
| 7        | 8  | 9  | 10 | 11 | 12 | 13 |
| 14       | 15 | 16 | 17 | 18 | 19 | 20 |
| 21       | 22 | 23 | 24 | 25 | 26 | 27 |
| 28       |    |    |    |    |    |    |

| MARCH |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| S     | M  | T  | W  | T  | F  | S  |
|       | 1  | 2  | 3  | 4* | 5  | 6  |
| 7     | 8  | 9  | 10 | 11 | 12 | 13 |
| 14    | 15 | 16 | 17 | 18 | 19 | 20 |
| 21    | 22 | 23 | 24 | 25 | 26 | 27 |
| 28    | 29 | 30 | 31 |    |    |    |

| APRIL |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| S     | M  | T  | W  | T  | F  | S  |
|       |    |    |    | 1  | 2  | 3  |
| 4     | 5  | 6  | 7  | 8  | 9  | 10 |
| 11    | 12 | 13 | 14 | 15 | 16 | 17 |
| 18    | 19 | 20 | 21 | 22 | 23 | 24 |
| 25    | 26 | 27 | 28 | 29 | 30 |    |

| MAY |    |    |    |    |    |    |
|-----|----|----|----|----|----|----|
| S   | M  | T  | W  | T  | F  | S  |
|     |    |    |    |    |    | 1  |
| 2   | 3  | 4  | 5  | 6  | 7  | 8  |
| 9   | 10 | 11 | 12 | 13 | 14 | 15 |
| 16  | 17 | 18 | 19 | 20 | 21 | 22 |
| 23  | 24 | 25 | 26 | 27 | 28 | 29 |
| 30  | 31 |    |    |    |    |    |

| JUNE |   |   |   |   |   |   |
|------|---|---|---|---|---|---|
| S    | M | T | W | T | F | S |
|      |   |   |   |   |   |   |
|      | 1 | 2 | 3 | 4 | 5 |   |

**Student Contact Days**

|           |     |
|-----------|-----|
| August    | 0   |
| September | 17  |
| October   | 20  |
| November  | 19  |
| December  | 17  |
| January   | 19  |
| February  | 19  |
| March     | 20  |
| April     | 22  |
| May       | 20  |
| Total     | 173 |

**Teacher Days**

|           |     |
|-----------|-----|
| August    | 1   |
| September | 20  |
| October   | 20  |
| November  | 19  |
| December  | 17  |
| January   | 20  |
| February  | 19  |
| March     | 20  |
| April     | 22  |
| May       | 20  |
| June      | 3   |
| Total     | 181 |

**Para Days**

|           |     |
|-----------|-----|
| August    | 1   |
| September | 19  |
| October   | 20  |
| November  | 19  |
| December  | 17  |
| January   | 20  |
| February  | 19  |
| March     | 20  |
| April     | 22  |
| May       | 20  |
| June      | 1   |
| Total     | 178 |

- First Day of School
- In-Service - No School
- Holiday/Break - No School
- Early Dismissal
- New Teacher Orientation
- \* Conferences



**Student Instruction Days**

- 1st Quarter 44 Days** - September 1 - November 5
- 2nd Quarter 41 Days** - November 9 - January 15
- 3rd Quarter 45 Days** - January 19 - March 23
- 4th Quarter 43 Days** - March 30 - May 27

Adopted: [Date]

| AUGUST 2026 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | T  | F  | S  |
|             |    |    |    |    |    | 1  |
| 2           | 3  | 4  | 5  | 6  | 7  | 8  |
| 9           | 10 | 11 | 12 | 13 | 14 | 15 |
| 16          | 17 | 18 | 19 | 20 | 21 | 22 |
| 23          | 24 | 25 | 26 | 27 | 28 | 29 |
| 30          | 31 |    |    |    |    |    |

| SEPTEMBER |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           |    | 1  | 2  | 3  | 4  | 5  |
| 6         | 7  | 8  | 9  | 10 | 11 | 12 |
| 13        | 14 | 15 | 16 | 17 | 18 | 19 |
| 20        | 21 | 22 | 23 | 24 | 25 | 26 |
| 27        | 28 | 29 | 30 |    |    |    |

| OCTOBER |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | T  | F  | S  |
|         |    |    |    | 1  | 2  | 3  |
| 4       | 5  | 6  | 7  | 8  | 9  | 10 |
| 11      | 12 | 13 | 14 | 15 | 16 | 17 |
| 18      | 19 | 20 | 21 | 22 | 23 | 24 |
| 25      | 26 | 27 | 28 | 29 | 30 | 31 |

| NOVEMBER |    |    |    |     |    |    |
|----------|----|----|----|-----|----|----|
| S        | M  | T  | W  | T   | F  | S  |
| 1        | 2  | 3  | 4  | 5   | 6  | 7  |
| 8        | 9  | 10 | 11 | 12  | 13 | 14 |
| 15       | 16 | 17 | 18 | 19* | 20 | 21 |
| 22       | 23 | 24 | 25 | 26  | 27 | 28 |
| 29       | 30 |    |    |     |    |    |

| DECEMBER |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    | 1  | 2  | 3  | 4  | 5  |
| 6        | 7  | 8  | 9  | 10 | 11 | 12 |
| 13       | 14 | 15 | 16 | 17 | 18 | 19 |
| 20       | 21 | 22 | 23 | 24 | 25 | 26 |
| 27       | 28 | 29 | 30 | 31 |    |    |

## 2026-2027 CALENDAR B

- 8/19 - New Teacher Orientation
- 8/24, 8/25, 8/26 - In-Service (Teachers & Paras)
- 8/25 - Open House (Teachers & Paras)
- 8/27 - In-Service - (Teachers)
- 9/1 - First Day of School
- 9/4 - No School
- 9/7 - Labor Day - No School
- 9/9, 9/16, 9/23, 9/30 - **Early Dismissal - 2:00**
- 10/7, 10/14, 10/21, 10/28 - **Early Dismissal - 2:00**
- 10/15 and 10/16 - MEA No School
- 11/3 - No Meetings or Activities 6-8 PM
- 11/5 - End of 1st Quarter (44)
- 11/6 - In-Service (Teacher) No School
- 11/4, 11/11, 11/18 - **Early Dismissal - 2:00**
- 11/11 Veteran's Day - No Meetings
- 11/19 - **Early Dismissal - 12:00**
- 11/19 \* - Parent Teacher Conferences 1:00 - 7:30
- 11/25 - **Early Dismissal - 12:00**
- 11/26 - 11/27 - Thanksgiving Break
- 12/2, 12/9, 12/16 - **Early Dismissal - 2:00**
- 12/23 - **Early Dismissal - 1:00**
- 12/24 - 1/1 - No School - Winter Break
- 1/4 - School Resumes
- 1/6, 1/13, 1/20, 1/27 - **Early Dismissal - 2:00**
- 1/15 - End of First Semester (41)
- 1/18 - In-Service/No School/Snow Make-Up
- 1/18 - MLK Day - No Meetings
- 2/3, 2/10, 2/17, 2/24 - **Early Dismissal - 2:00**
- 2/15 - President's Day - No School
- 3/3, 3/10, 3/17, 3/31 - **Early Dismissal 2:00**
- 3/4 \*- Elem. Student Led Conf/**No School Elementary**
- 3/9 - No Meetings/Activities 6-8 PM (Township Elect)
- 3/23 - End of 3rd Quarter (45)
- 3/24 - In-Service (T) No School/Snow Make-Up
- 3/25 - No School/Snow Make-Up Day
- 3/26, 3/29 - No School - Spring Break
- 4/7, 4/14, 4/21, 4/28 - **Early Dismissal - 2:00**
- 5/5, 5/12, 5/19, 5/26 - **Early Dismissal - 2:00**
- 5/27 - Last Student Day - **Early Dismissal 1:00** (43)
- 5/28 - In-Service - (Teacher & Paras)
- 5/30 - Graduation - 2:00
- 5/31 - Memorial Day
- Snow Make-Up Days 1/18, 3/24, 3/25, 6/1, 6/2

| JANUARY 2027 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
|              |    |    |    |    | 1  | 2  |
| 3            | 4  | 5  | 6  | 7  | 8  | 9  |
| 10           | 11 | 12 | 13 | 14 | 15 | 16 |
| 17           | 18 | 19 | 20 | 21 | 22 | 23 |
| 24           | 25 | 26 | 27 | 28 | 29 | 30 |
| 31           |    |    |    |    |    |    |

| FEBRUARY |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          | 1  | 2  | 3  | 4  | 5  | 6  |
| 7        | 8  | 9  | 10 | 11 | 12 | 13 |
| 14       | 15 | 16 | 17 | 18 | 19 | 20 |
| 21       | 22 | 23 | 24 | 25 | 26 | 27 |
| 28       |    |    |    |    |    |    |

| MARCH |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| S     | M  | T  | W  | T  | F  | S  |
|       | 1  | 2  | 3  | 4* | 5  | 6  |
| 7     | 8  | 9  | 10 | 11 | 12 | 13 |
| 14    | 15 | 16 | 17 | 18 | 19 | 20 |
| 21    | 22 | 23 | 24 | 25 | 26 | 27 |
| 28    | 29 | 30 | 31 |    |    |    |

| APRIL |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| S     | M  | T  | W  | T  | F  | S  |
|       |    |    |    | 1  | 2  | 3  |
| 4     | 5  | 6  | 7  | 8  | 9  | 10 |
| 11    | 12 | 13 | 14 | 15 | 16 | 17 |
| 18    | 19 | 20 | 21 | 22 | 23 | 24 |
| 25    | 26 | 27 | 28 | 29 | 30 |    |

| MAY |    |    |    |    |    |    |
|-----|----|----|----|----|----|----|
| S   | M  | T  | W  | T  | F  | S  |
|     |    |    |    |    |    | 1  |
| 2   | 3  | 4  | 5  | 6  | 7  | 8  |
| 9   | 10 | 11 | 12 | 13 | 14 | 15 |
| 16  | 17 | 18 | 19 | 20 | 21 | 22 |
| 23  | 24 | 25 | 26 | 27 | 28 | 29 |
| 30  | 31 |    |    |    |    |    |

**Student Contact Days**

|           |     |
|-----------|-----|
| August    | 0   |
| September | 20  |
| October   | 20  |
| November  | 18  |
| December  | 17  |
| January   | 19  |
| February  | 19  |
| March     | 19  |
| April     | 22  |
| May       | 19  |
| Total     | 173 |

**Teacher Days**

|           |     |
|-----------|-----|
| August    | 4   |
| September | 20  |
| October   | 20  |
| November  | 19  |
| December  | 17  |
| January   | 20  |
| February  | 19  |
| March     | 20  |
| April     | 22  |
| May       | 20  |
| June      | 0   |
| Total     | 181 |

**Para Days**

|           |     |
|-----------|-----|
| August    | 3   |
| September | 20  |
| October   | 20  |
| November  | 18  |
| December  | 17  |
| January   | 20  |
| February  | 19  |
| March     | 19  |
| April     | 22  |
| May       | 20  |
| June      | 0   |
| Total     | 178 |

- First Day of School
- In-Service - No School
- Holiday/Break - No School
- Early Dismissal
- New Teacher Orientation
- \* Conferences



**Student Instruction Days**

- 1st Quarter 42 Days** - September 7 - November 5
- 2nd Quarter 44 Days** - November 8 - January 14
- 3rd Quarter 42 Days** - January 18 - March 16
- 4th Quarter 47 Days** - March 20- May 26

Adopted: [Date]

| AUGUST 2027 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | T  | F  | S  |
| 1           | 2  | 3  | 4  | 5  | 6  | 7  |
| 8           | 9  | 10 | 11 | 12 | 13 | 14 |
| 15          | 16 | 17 | 18 | 19 | 20 | 21 |
| 22          | 23 | 24 | 25 | 26 | 27 | 28 |
| 29          | 30 | 31 |    |    |    |    |

| SEPTEMBER |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           |    |    | 1  | 2  | 3  | 4  |
| 5         | 6  | 7  | 8  | 9  | 10 | 11 |
| 12        | 13 | 14 | 15 | 16 | 17 | 18 |
| 19        | 20 | 21 | 22 | 23 | 24 | 25 |
| 26        | 27 | 28 | 29 | 30 |    |    |

| OCTOBER |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | T  | F  | S  |
|         |    |    |    |    | 1  | 2  |
| 3       | 4  | 5  | 6  | 7  | 8  | 9  |
| 10      | 11 | 12 | 13 | 14 | 15 | 16 |
| 17      | 18 | 19 | 20 | 21 | 22 | 23 |
| 24      | 25 | 26 | 27 | 28 | 29 | 30 |
| 31      |    |    |    |    |    |    |

| NOVEMBER |    |    |    |     |    |    |
|----------|----|----|----|-----|----|----|
| S        | M  | T  | W  | T   | F  | S  |
|          | 1  | 2  | 3  | 4   | 5  | 6  |
| 7        | 8  | 9  | 10 | 11  | 12 | 13 |
| 14       | 15 | 16 | 17 | 18* | 19 | 20 |
| 21       | 22 | 23 | 24 | 25  | 26 | 27 |
| 28       | 29 | 30 |    |     |    |    |

| DECEMBER |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    | 1  | 2  | 3  | 4  |
| 5        | 6  | 7  | 8  | 9  | 10 | 11 |
| 12       | 13 | 14 | 15 | 16 | 17 | 18 |
| 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 26       | 27 | 28 | 29 | 30 | 31 |    |

## 2027-2028 CALENDAR A

- 8/25 - New Teacher Orientation
- 8/30 - In-Service (Teachers & Paras)
- 8/31 - Open House (Teachers and Paras)
- 9/1 - In-Service (Teachers & Paras)
- 9/2 - Teacher In-Service
- 9/6 - Labor Day
- 9/7 - First Day of School
- 9/8, 9/15, 9/22, 9/29 - **Early Dismissal - 2:00**
- 10/6, 10/13, 10/20, 10/27 - **Early Dismissal - 2:00**
- 10/14 and 10/15 - MEA No School
- 11/2 - No Meetings or Activities 6-8 PM
- 11/5 - End of 1st Quarter (42)
- 11/3, 11/10, 11/17 - **Early Dismissal - 2:00**
- 11/11 Veteran's Day - No Meetings
- 11/18 - **Early Dismissal - 12:00**
- 11/18 - Parent Teacher Conferences 1:00 - 7:30
- 11/24 - **Early Dismissal - 12:00**
- 11/25, 11/26 - Thanksgiving Break - No School
- 12/1, 12/8, 12/15, 12/22 - **Early Dismissal - 2:00**
- 12/23 - **Early Dismissal - 1:00**
- 12/24 - 12/31 - Winter Break - No School
- 1/3 - School Resumes
- 1/5, 1/12, 1/19, 1/26 - **Early Dismissal - 2:00**
- 1/14 - End of First Semester (42)
- 1/17 - In-Service (T & P) No School/Snow Make-Up
- 1/17 - MLK Day - No Meetings
- 2/2, 2/9, 2/16, 2/23 - **Early Dismissal - 2:00**
- 2/21 - President's Day - No School
- 3/1, 3/8, 3/15, 3/22, 3/29 - **Early Dismissal 2:00**
- 3/14 - No Meetings/Activities 6-8 PM (Township Elect)
- 3/16 \* - Elem. Student Led Conf/**No School Elementary**
- 3/16 - End of 3rd Quarter (42)
- 3/17 - In-Service (T) No School/Snow Make-Up
- 4/5, 4/19, 4/21, 4/26 - **Early Dismissal - 2:00**
- 4/13 - No School/Snow Make-Up Day
- 4/14, 4/17 Spring Break - No School
- 5/3, 5/10, 5/17, 5/24 - **Early Dismissal - 2:00**
- 5/26 - Last Student Day - **Early Dismissal 1:00** (47)
- 5/28 - Graduation - 2:00
- 5/29 - Memorial Day
- 5/30 - In-Service - (Teachers & Paras)
- 5/31 - Teacher In-Service

| JANUARY 2028 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
|              |    |    |    |    |    | 1  |
| 2            | 3  | 4  | 5  | 6  | 7  | 8  |
| 9            | 10 | 11 | 12 | 13 | 14 | 15 |
| 16           | 17 | 18 | 19 | 20 | 21 | 22 |
| 23           | 24 | 25 | 26 | 27 | 28 | 29 |
| 30           | 31 |    |    |    |    |    |

| FEBRUARY |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    | 1  | 2  | 3  | 4  |
| 5        | 6  | 7  | 8  | 9  | 10 | 11 |
| 12       | 13 | 14 | 15 | 16 | 17 | 18 |
| 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 26       | 27 | 28 | 29 | 30 |    |    |

| MARCH |    |    |    |     |    |    |
|-------|----|----|----|-----|----|----|
| S     | M  | T  | W  | T   | F  | S  |
|       |    |    | 1  | 2   | 3  | 4  |
| 5     | 6  | 7  | 8  | 9   | 10 | 11 |
| 12    | 13 | 14 | 15 | 16* | 17 | 18 |
| 19    | 20 | 21 | 22 | 23  | 24 | 25 |
| 26    | 27 | 28 | 29 | 30  | 31 |    |

| APRIL |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| S     | M  | T  | W  | T  | F  | S  |
|       |    |    |    |    |    | 1  |
| 2     | 3  | 4  | 5  | 6  | 7  | 8  |
| 9     | 10 | 11 | 12 | 13 | 14 | 15 |
| 16    | 17 | 18 | 19 | 20 | 21 | 22 |
| 23    | 24 | 25 | 26 | 27 | 28 | 29 |
| 30    |    |    |    |    |    |    |

| MAY |    |    |    |    |    |    |
|-----|----|----|----|----|----|----|
| S   | M  | T  | W  | T  | F  | S  |
|     | 1  | 2  | 3  | 4  | 5  | 6  |
| 7   | 8  | 9  | 10 | 11 | 12 | 13 |
| 14  | 15 | 16 | 17 | 18 | 19 | 20 |
| 21  | 22 | 23 | 24 | 25 | 26 | 27 |
| 28  | 29 | 30 | 31 |    |    |    |

Snow Make-Up Days 1/17, 3/17, 4/13, 5/30, 5/31, 6/1

**Student Contact Days**

|           |     |
|-----------|-----|
| August    | 0   |
| September | 18  |
| October   | 19  |
| November  | 20  |
| December  | 17  |
| January   | 20  |
| February  | 20  |
| March     | 22  |
| April     | 17  |
| May       | 20  |
| Total     | 173 |

**Teacher Days**

|           |     |
|-----------|-----|
| August    | 2   |
| September | 20  |
| October   | 19  |
| November  | 20  |
| December  | 17  |
| January   | 21  |
| February  | 20  |
| March     | 23  |
| April     | 17  |
| May       | 22  |
| June      | 0   |
| Total     | 181 |

**Para Days**

|           |     |
|-----------|-----|
| August    | 2   |
| September | 19  |
| October   | 19  |
| November  | 20  |
| December  | 17  |
| January   | 21  |
| February  | 20  |
| March     | 22  |
| April     | 17  |
| May       | 21  |
| June      | 0   |
| Total     | 178 |

- First Day of School
- In-Service - No School
- Holiday/Break - No School
- Early Dismissal
- New Teacher Orientation
- \* Conferences



**Student Instruction Days**

- 1st Quarter 44 Days** - September 1 - November 5
- 2nd Quarter 41 Days** - November 8 - January 14
- 3rd Quarter 42 Days** - January 18 - March 16
- 4th Quarter 46 Days** - March 20- May 25

Adopted: [Date]

| AUGUST 2027 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | T  | F  | S  |
| 1           | 2  | 3  | 4  | 5  | 6  | 7  |
| 8           | 9  | 10 | 11 | 12 | 13 | 14 |
| 15          | 16 | 17 | 18 | 19 | 20 | 21 |
| 22          | 23 | 24 | 25 | 26 | 27 | 28 |
| 29          | 30 | 31 |    |    |    |    |

| SEPTEMBER |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           |    |    | 1  | 2  | 3  | 4  |
| 5         | 6  | 7  | 8  | 9  | 10 | 11 |
| 12        | 13 | 14 | 15 | 16 | 17 | 18 |
| 19        | 20 | 21 | 22 | 23 | 24 | 25 |
| 26        | 27 | 28 | 29 | 30 |    |    |

| OCTOBER |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | T  | F  | S  |
|         |    |    |    |    | 1  | 2  |
| 3       | 4  | 5  | 6  | 7  | 8  | 9  |
| 10      | 11 | 12 | 13 | 14 | 15 | 16 |
| 17      | 18 | 19 | 20 | 21 | 22 | 23 |
| 24      | 25 | 26 | 27 | 28 | 29 | 30 |
| 31      |    |    |    |    |    |    |

| NOVEMBER |    |    |    |     |    |    |
|----------|----|----|----|-----|----|----|
| S        | M  | T  | W  | T   | F  | S  |
|          | 1  | 2  | 3  | 4   | 5  | 6  |
| 7        | 8  | 9  | 10 | 11  | 12 | 13 |
| 14       | 15 | 16 | 17 | 18* | 19 | 20 |
| 21       | 22 | 23 | 24 | 25  | 26 | 27 |
| 28       | 29 | 30 |    |     |    |    |

| DECEMBER |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    | 1  | 2  | 3  | 4  |
| 5        | 6  | 7  | 8  | 9  | 10 | 11 |
| 12       | 13 | 14 | 15 | 16 | 17 | 18 |
| 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 26       | 27 | 28 | 29 | 30 | 31 |    |

## 2027-2028 CALENDAR B

- 8/18 - New Teacher Orientation
- 8/23, 8/24, 8/25 - In-Service (Teachers & Paras)
- 8/24 - Open House (Teachers and Paras)
- 8/26, 8/27 In Service (Teachers)
- 9/1 - First Day of School
- 9/3 - No School
- 9/6 - Labor Day - No School
- 9/8, 9/15, 9/22, 9/29 - **Early Dismissal - 2:00**
- 10/6, 10/13, 10/20, 10/27 - **Early Dismissal - 2:00**
- 10/14 and 10/15 - MEA No School
- 11/2 - No Meetings or Activities 6-8 PM
- 11/5 - End of 1st Quarter (44)
- 11/3, 11/10, 11/17 - **Early Dismissal - 2:00**
- 11/11 Veteran's Day - No Meetings
- 11/18 - **Early Dismissal - 12:00**
- 11/18 - Parent Teacher Conferences 1:00 - 7:30
- 11/24 - **Early Dismissal - 12:00**
- 11/25, 11/26 - Thanksgiving Break - No School
- 12/1, 12/8, 12/15 - **Early Dismissal - 2:00**
- 12/22 - **Early Dismissal - 1:00**
- 12/23 - 12/31 - Winter Break - No School
- 1/3 - School Resumes
- 1/5, 1/12, 1/19, 1/26 - **Early Dismissal - 2:00**
- 1/14 - End of First Semester (41)
- 1/17 - In-Service ( T & P) No School/Snow Make-Up
- 1/17 - MLK Day - No Meetings
- 2/2, 2/9, 2/16, 2/23 - **Early Dismissal - 2:00**
- 2/21 - President's Day - No School
- 3/1, 3/8, 3/15, 3/22, 3/29 - **Early Dismissal 2:00**
- 3/14 - No Meetings/Activities 6-8 PM (Township Elect)
- 3/16 \* - Elem. Student Led Conf/**No School Elementary**
- 3/16 - End of 3rd Quarter (42)
- 3/17 - In-Service (T) No School/Snow Make-Up
- 4/5, 4/19, 4/21, 4/26 - **Early Dismissal - 2:00**
- 4/13 - No School/Snow Make-Up Day
- 4/14, 4/17 Spring Break - No School
- 5/3, 5/10, 5/17, 5/24 - **Early Dismissal - 2:00**
- 5/25 - Last Student Day - **Early Dismissal 1:00** (46)
- 5/26 - In-Service (Teachers & Paras)
- 5/28 - Graduation - 2:00
- 5/29 - Memorial Day

| JANUARY 2028 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
|              |    |    |    |    |    | 1  |
| 2            | 3  | 4  | 5  | 6  | 7  | 8  |
| 9            | 10 | 11 | 12 | 13 | 14 | 15 |
| 16           | 17 | 18 | 19 | 20 | 21 | 22 |
| 23           | 24 | 25 | 26 | 27 | 28 | 29 |
| 30           | 31 |    |    |    |    |    |

| FEBRUARY |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    | 1  | 2  | 3  | 4  |
| 5        | 6  | 7  | 8  | 9  | 10 | 11 |
| 12       | 13 | 14 | 15 | 16 | 17 | 18 |
| 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 26       | 27 | 28 | 29 | 30 |    |    |

| MARCH |    |    |    |     |    |    |
|-------|----|----|----|-----|----|----|
| S     | M  | T  | W  | T   | F  | S  |
|       |    |    | 1  | 2   | 3  | 4  |
| 5     | 6  | 7  | 8  | 9   | 10 | 11 |
| 12    | 13 | 14 | 15 | 16* | 17 | 18 |
| 19    | 20 | 21 | 22 | 23  | 24 | 25 |
| 26    | 27 | 28 | 29 | 30  | 31 |    |

| APRIL |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| S     | M  | T  | W  | T  | F  | S  |
|       |    |    |    |    |    | 1  |
| 2     | 3  | 4  | 5  | 6  | 7  | 8  |
| 9     | 10 | 11 | 12 | 13 | 14 | 15 |
| 16    | 17 | 18 | 19 | 20 | 21 | 22 |
| 23    | 24 | 25 | 26 | 27 | 28 | 29 |
| 30    |    |    |    |    |    |    |

| MAY |    |    |    |    |    |    |
|-----|----|----|----|----|----|----|
| S   | M  | T  | W  | T  | F  | S  |
|     | 1  | 2  | 3  | 4  | 5  | 6  |
| 7   | 8  | 9  | 10 | 11 | 12 | 13 |
| 14  | 15 | 16 | 17 | 18 | 19 | 20 |
| 21  | 22 | 23 | 24 | 25 | 26 | 27 |
| 28  | 29 | 30 | 31 |    |    |    |

**Student Contact Days**

|           |     |
|-----------|-----|
| August    | 0   |
| September | 20  |
| October   | 19  |
| November  | 20  |
| December  | 16  |
| January   | 20  |
| February  | 20  |
| March     | 22  |
| April     | 17  |
| May       | 19  |
| Total     | 173 |

**Teacher Days**

|           |     |
|-----------|-----|
| August    | 5   |
| September | 20  |
| October   | 19  |
| November  | 20  |
| December  | 16  |
| January   | 21  |
| February  | 20  |
| March     | 23  |
| April     | 17  |
| May       | 20  |
| June      | 0   |
| Total     | 181 |

**Para Days**

|           |     |
|-----------|-----|
| August    | 3   |
| September | 20  |
| October   | 19  |
| November  | 20  |
| December  | 16  |
| January   | 21  |
| February  | 20  |
| March     | 22  |
| April     | 17  |
| May       | 20  |
| June      | 0   |
| Total     | 178 |

## SWWC Service Cooperative Contracts Summary

### Pipestone Area School District

| Service   | 2025-26 Contract   | 2026-27 Renewal  |
|---|--|--|
| Child Count (October 1 Enrollment from 2 <sup>nd</sup> Prior Fiscal Year) | 1,087  | 1,138  |
| Membership Dues (One-Time)  | \$0.00   | \$0.00   |
| Environmental/Occupational Health & Safety Program                        | \$10,686.00  | \$11,219.00  |
| Health & Safety Management Assistance Program                             | \$2,964.34   | \$3,242.84   |
| RMIC Business Services  | \$19,594.10  | \$21,740.70  |
| RMIC Non-SMART Services   | \$0.00   | \$0.00   |
| RMIC MARSS Revenue Reporting & Fixed Operations                           | \$2,446.78   | \$2,600.23   |
| RMIC Business Management Services   | \$0.00   | \$0.00   |
| Wide Area Network Consortium Member                                       | Yes  | Yes  |
| Basic Technology Services   | Included with WAN  | Included with WAN  |
| Technology Coordination Services  | \$120,614.00<br>full time; year 1 of 3<br>years; \$2,290 WAN<br>Tech Subscriber<br>Deduction | \$126,530.00<br>full time; year 2 of 3<br>years; \$2,290 WAN<br>Tech Subscriber<br>Deduction |
| Technology Integration Services   | \$0.00<br>N/A  | \$0.00<br>N/A  |
| Cybersecurity Services  | \$9,515.50   | \$9,847.00   |
| E-Rate Services   | Included with WAN  | Included with WAN  |
| Student Data Privacy Program  | \$1,950.00   | \$2,245.00   |
| Email Security Services   | Yes  | Yes  |
| Email Archiving Services  | Level 1 – 3 Year<br>Retention  | Level 1 – 3 Year<br>Retention  |
| ON DEMAND IT Certification Training                                       | No   | No   |
| Moodle Hosting Services   | No   | No   |
| Moodle In Your School   | No   | No   |
| Secured Remote Backup   | Yes  | Yes  |
| SWWC Private Cloud Hosting  | No   | No   |

|   |                       |                       |
|---|-----------------------|-----------------------|
| Website ADA Accessibility & Usability Support         | No                    | No                    |
|   | \$0.00                | \$0.00                |
| Curriculum & Instruction Coordination Services        | N/A                   | N/A                   |
|   | \$0.00                | \$0.00                |
| Literacy Lead Specialist Services                     | N/A                   | N/A                   |
|   | \$0.00                | \$0.00                |
| SHARED Curriculum & Instruction Coordination Services | \$0.00                | \$0.00                |
|   | \$0.00                | \$0.00                |
| SHARED Services – Literacy Solutions                  | \$0.00                | \$0.00                |
|   | \$0.00                | \$0.00                |
| Supplemental Customized Services – T&L Support        | N/A                   | N/A                   |
|   | Yes                   | Yes                   |
| STARRS Online Academy                                 | \$7,800.00            | \$7,800.00            |
|   | \$102,400.00          | \$99,750.00           |
| School Psychologist                                   | \$102,400.00          | \$99,750.00           |
|   | \$315,980.00          | \$304,725.00          |
| Speech-Language Pathologist                           | \$315,980.00          | \$304,725.00          |
|   | \$0.00                | \$0.00                |
| Teacher of the Blind/Visually Impaired                | \$0.00                | \$0.00                |
|   | \$0.00                | \$0.00                |
| Orientation & Mobility                                | \$0.00                | \$0.00                |
|   | \$33,500.00           | \$36,450.00           |
| Teacher of Deaf/Hard of Hearing                       | \$33,500.00           | \$36,450.00           |
|   | \$0.00                | \$0.00                |
| DAPE Teacher  | \$0.00                | \$0.00                |
|   | \$234,000.00          | \$246,000.00          |
| ECSE Teacher  | \$234,000.00          | \$246,000.00          |
|   | \$114,660.00          | \$117,370.00          |
| Occupational Therapy                                  | \$114,660.00          | \$117,370.00          |
|   | \$0.00                | \$0.00                |
| Physical Therapy                                      | \$0.00                | \$0.00                |
|   | \$3,206.00            | \$3,561.00            |
| Regional ECSE Coordination                            | \$3,206.00            | \$3,561.00            |
|   | \$68,533.00           | \$66,408.00           |
| Shared SpEd Administrative Services                   | \$68,533.00           | \$66,408.00           |
|   | \$0.00                | \$0.00                |
| Single District SpEd Administrator                    | \$0.00                | \$0.00                |
|   | \$0.00                | \$0.00                |
| SpEd Supervision Fee for Direct Services              | \$0.00                | \$0.00                |
|   | \$31,187.00           | \$32,836.00           |
| SpEd Cooperative Membership                           | \$31,187.00           | \$32,836.00           |
|   | \$25,200.00           | \$26,500.00           |
| Behavior Analytic Services                            | Package D             | Package D             |
|   | \$0.00                | \$0.00                |
| Mental Health Services                                | N/A                   | N/A                   |
|   | \$0.00                | \$0.00                |
| School Nursing Services                               | N/A                   | N/A                   |
|   | \$0.00                | \$0.00                |
| <b>Total</b>  | <b>\$1,104,236.72</b> | <b>\$1,118,824.77</b> |

**SWWC SERVICE COOPERATIVE**  
**MEMBERSHIP AGREEMENT**  
2026-27

THIS AGREEMENT, is executed this 2nd day of February, 2026, (the “Execution Date”) by and between SWWC Service Cooperative (hereinafter referred to as “SWWC”), and **Pipestone Area School District**, No. 2689, located at Pipestone, Minnesota (hereinafter referred to as the “Member”). The provisions contained herein, along with the addenda and attachments thereto, shall constitute the entire agreement and understanding between the parties.

**RECITALS**

- A. Pursuant to Minnesota Statute § 123A.21, SWWC was formed to perform planning on a regional basis and to assist in meeting the specific needs of clients in participating school districts, cities, counties, and other governmental agencies that could be better provided by a service cooperative than individually by the members themselves. Minnesota Statute § 123A.21 authorizes SWWC to provide those programs and services which are determined to be priority needs of the particular region pursuant to Minn. Stat. § 123A.21, subd. 7, and to assist in meeting special needs which may arise from the fundamental constraints of SWWC’s members.
- B. Membership in SWWC is not compulsory. Members may subscribe to SWWC programs and services available to all members by payment of a one-time membership fee.
- C. Upon agreement between SWWC and the Member, the Member may subscribe to programs and services beyond those offered to all members (“Additional Services”). If a Member subscribes to Additional Services, the Member shall share in the costs, expenses, debts, and liabilities relating to the Additional Services. The costs of the Additional Services are in addition to the membership fee.
- D. As allowed by law, it shall be within the discretion of SWWC’s Board of Directors to determine what programs and services are included with a Full Membership and/or Associate Membership and which are Additional Services.
- E. The parties hereto desire to establish a relationship in which SWWC will provide programs and services to the Member and in which the Member will remit payment for such programs and services specified herein.
- F. SWWC and the Member seek to assure a thorough understanding of the obligations assumed by each.

**AGREEMENT**

- 1. **Recitals.** The recitals are hereby incorporated into the terms and conditions of this Agreement and SWWC and the Member are bound by the recitals and all of the terms and conditions of the Agreement.
- 2. **Dues.** The SWWC Board of Directors has determined membership fees (“Dues”) as follows:
  - a. **Full Membership:** Full Membership is open to public school districts, cities, counties, and other governmental agencies as defined in Minnesota Statute § 471.59 and are within SWWC’s region. The Dues for a Full Membership are \$25. The Dues are a one-time payment.
  - b. **Associate Membership:** Associate Membership is open to (a) nonpublic schools, partnership agencies, or nonprofit organizations within SWWC’s region and (b) public and nonpublic schools, cities, counties, partnership agencies, nonprofit organizations, and other governmental agencies as defined in Minnesota Statute § 471.59 outside of SWWC’s region. The Dues for an Associate Membership are \$50. The Dues are a one-time payment.
- 3. **Payment.** The Dues shall be paid before either an entity with a Full Membership or an Associate Membership is entitled to participate in any of the programs and/or services offered by SWWC.
- 4. **Additional Services Fees.** In the event that the Member subscribes to any Additional Services, there shall be additional terms and conditions/addendum that govern SWWC providing the Additional Services which will be attached to this Agreement and the additional terms and conditions/addendum shall be a part of this Agreement as if fully restated herein, shall be considered a part of this Agreement, and the Member agrees to be bound by the additional terms and conditions/addendum. The Member acknowledges, understands, and agrees that Additional Services may be modified, discontinued, and/or terminated at any time at the discretion of SWWC. The cost of such Additional Services may be determined by apportioning the approximate cost of each program and service among the members participating in the Additional Service or may alternatively be determined by a flat fee schedule. The attached Additional Service addenda shall state the manner in which the cost of such Additional Service subscribed to shall be calculated during the Term of this Agreement.
  - a. **Payment.** Unless modified by any addenda attached hereto, all payments due SWWC by Member shall be paid on or before August 15.
  - b. **Calculation of Student Enrollment.** If the attached addenda state that the Additional Service Fees are to be assessed on a per student basis, the student enrollment numbers used shall be those identified by the Minnesota Automated

Reporting Student System (MARSS) as of the October 1 Fall Enrollment from the second prior fiscal year (24-25).

The number of students calculated shall be those enrolled in pre-kindergarten through 12<sup>th</sup> grade education.

5. **Debts/Liabilities for Additional Services.** All Members (whether having a Full Membership or an Associate Membership) that participate in any Additional Services shall be responsible for their proportionate share of all costs, expenses, debts, and liabilities associated with providing the Additional Services and in the event any of the Additional Services are discontinued for whatever reason, any Member participating in the Additional Services shall be responsible for any costs, expenses, debts, and liabilities associated with the discontinuance of the Additional Services.
6. **Indemnification by Member.** To the fullest extent permitted by law, the Member shall protect, indemnify, defend, save, and hold SWWC and its officers, directors, employees, members, agents, representatives, and their successors and assigns harmless from and against any and all loss, damage, liability, cost, and/or expense (including reasonable attorneys' fees and expenses) which SWWC may incur or suffer as a result of any claim, lawsuit, and/or demand of any kind or nature whatsoever arising out of or in connection with: (a) any act or omission by the Member or any of the Member's officers, directors, employees, members, agents, representatives, and their successors and assigns which breach this Agreement; (b) any claim for any breach of any representation and/or warranty given or purportedly given by the Member or anyone acting on behalf of the Member; (c) any third party claim for personal injury, death, damage, economic loss, property damage, or other damage, caused by or arising out of the use, creation, or production of any products and/or services provided by SWWC caused by or resulting from the negligence and/or acts of a Member or the Member's officers, directors, employees, members, agents, representatives, and/or their successors and assigns; (d) any claim for breach of any representation and/or warranty based upon a defect caused by any act or omission by the Member or the Member's officers, directors, employees, members, agents, representatives, and/or their successors and assigns; or (e) any claim, demand, or liability arising from the employment for engagement by Member of any person or entity.
7. **Term; Automatic Renewal.** Unless modified by addenda attached hereto, SWWC's obligations pursuant to this Agreement and any attached addenda shall commence on July 1, 2026 (the "Effective Date") and shall continue for a period of twelve (12) months (the "Initial Term"). This Agreement and all addenda attached hereto shall thereafter automatically and continuously renew from year to year (each, an "Extended Term") unless the Member delivers (a) written notice to SWWC of the Member's intent to withdraw from all SWWC services ("Notice of Intent to Withdraw"), or (b) written notice of the Member's intent to reduce its participation in any previously subscribed-to Additional Services ("Notice of Intent to Reduce Additional Services") by March 1 preceding the first day of the next Extended Term as set forth in Subsections 7(a) and 7(b) below (the "Notice Deadline").
  - a. **Notice of Intent to Withdraw.** The Member may deliver to SWWC a written Notice of Intent to Withdraw from membership and all Additional Services by the Notice Deadline. If not delivered, this Agreement shall renew for the next Extended Term and the Member shall be obligated to pay all dues and fees for the next Extended Term. The Member acknowledges and agrees that failure to provide such Notice of Intent to Withdraw on or before the Notice Deadline shall cause the Term of this Membership Agreement and, notwithstanding the receipt of a timely Notice of Intent to Reduce Additional Services from the Member, the Term of all addenda attached hereto to automatically renew for the next Extended Term. The Member further acknowledges and agrees that the Member may not subscribe to any Additional Service unless membership in SWWC is maintained and continued for the full term of any Additional Service. The Member acknowledges and agrees that if the Member subscribes to any Additional Services that extend over a term of greater than twelve (12) months (referred to herein as an "Obligated Term"), the Member shall be prohibited from withdrawing from membership in SWWC or from such subscribed Additional Service until the Obligated Term of the Additional Service has expired.
  - b. **Notice of Intent to Reduce Additional Services.** The Member may deliver to SWWC a written Notice of Intent to Reduce Additional Services by the Notice Deadline. If not so delivered, the Additional Services shall not be reduced, and the Member shall be obligated to pay all fees for subscribed Additional Services for the next Extended Term. Additionally, a timely Notice of Intent to Reduce Additional Services shall be effective only for those services expiring in the twelve (12) month period following the Notice Deadline and shall not have the effect of reducing the Term of any Additional Services to which the Member has subscribed; each Additional Service to which the Member has subscribed will not be subject to reduction or termination until the expiration date of the current Term of such Additional Service.
8. **Termination.** Notwithstanding any provision in this Agreement to the contrary, this Agreement may be terminated prior to the expiration of the Initial Term or any Extended Term pursuant to any of the following provisions:
  - a. **Breach of Agreement.** Either party may terminate this Agreement by delivery of written notice to the other party if the other party breaches any of the terms and conditions of this Agreement; provided, however, if the breach is curable such notice shall not be effective unless and until such breach remains uncured for a period of thirty (30) days after delivery of such notice. If the breach is nonpayment by the Member of monies due to SWWC the cure period shall be ten (10) days, not thirty (30) days.

- b. **Effect of Termination.** Except as specifically set forth herein, no withdrawal or termination of this Agreement by the Member, whether before or after the Effective Date hereof, and whether voluntary or involuntary, shall relieve the Member of its obligation to pay the full amount due hereunder, including any amounts due pursuant to any attached addenda, nor shall such withdrawal or termination, whether before or after the Effective Date hereof, result in or entitle the Member to the return of any monies previously paid to SWWC for any services subscribed to whether or not such services have been provided or delivered. A breach of this Agreement by SWWC shall entitle the Member to reimbursement of a prorated share of any Additional Service that would remain unused if 1/12 of the service fee were used by SWWC during each month of each Term hereof.

## 9. General Provisions.

- a. **Notices.** Any notice required or permitted to be given under this Agreement shall be deemed to have been duly delivered: (i) when received if delivered by hand; (ii) the same day if delivered by facsimile sent no later than 4:00 pm (receiver's time) on a business day; (iii) the next business day if sent by facsimile on a non-business day or after 4:00 pm (receiver's time) on a business day; (iv) one (1) business day after placement with a reputable overnight carrier for next morning delivery; or (v) four (4) business days after depositing if placed in the U.S. mails for delivery by registered or certified mail, return receipt requested, postage prepaid and addressed to the appropriate party at the address set forth on the first page of this Agreement. If either party changes its address or facsimile number, such party shall give written notice to the other party of such different address or facsimile number in the manner set forth above.
- b. **Limitation of Liability.** To the fullest permitted by law, in no event shall SWWC be liable for any special, incidental, exemplary, or consequential damages of any kind (including, but not limited to, damages or costs incurred as a result of loss of time, loss of data, loss of profits or revenue, or loss of use) regardless of the form of action, whether in contract, tort, negligence, strict product liability, or otherwise, even if the Member has been informed and/or advised of the possibility of any such damages in advance.
- c. **Entire Agreement.** In addition to SWWC's Bylaws, this Agreement and the additional terms and conditions/addendum (as applicable) sets forth the entire agreement and understanding of the parties with respect to the subject matter hereof, and supersedes any prior or contemporaneous written or oral agreements, undertakings, promises, warranties, or covenants not specifically referred to, attached hereto, or contained in this Agreement, with the exception of SWWC's Bylaws.
- d. **Counterparts.** This Agreement and the additional terms and conditions/addendum (as applicable) may be executed in any number of counterparts which, when taken together, shall constitute a single, binding instrument. Electronic signatures shall be binding on the parties.
- e. **Amendment.** The express terms of this Agreement, including all addenda hereto, shall control and supersede any course of performance and/or customary practice inconsistent with such terms. This Agreement and the additional terms and conditions/addendum (as applicable) may not be amended except upon written agreement of the parties to this Agreement.
- f. **Successors and Assigns.** Neither this Agreement nor any interest in this Agreement may be assigned by the Member without the prior express written approval of SWWC, which may be withheld by SWWC at SWWC's absolute discretion. This Agreement shall be binding upon the successors and permitted assigns of the parties.
- g. **Severability.** If any term of this Agreement or any term of the additional terms and conditions/addendum (as applicable) is held by a court of competent jurisdiction to be invalid or unenforceable, then this Agreement and the additional terms and conditions/addendum (as applicable), including all of the remaining terms, will remain in full force and effect as if such invalid or unenforceable term had never been included.
- h. **Waiver.** No waiver of any term or condition of this Agreement or of the additional terms and conditions/addendum (as applicable) shall be valid unless the waiver is in writing and signed by the party giving the waiver. No waiver by any party of any default, misrepresentation, or covenant hereunder shall be deemed to extend to any prior or subsequent default, misrepresentation, or covenant hereunder or affect in any way any rights arising by virtue of any prior or subsequent occurrence. Any waiver shall be limited to the circumstance or event specifically referenced in the written waiver document and shall not be deemed a waiver of any other term of this Agreement or of the same circumstance or event upon any recurrence thereof.
- i. **No Third-Party Beneficiaries.** This Agreement and the additional terms and conditions/addendum (other than Section 6 with respect to Indemnification) shall not confer any rights or remedies upon any individual or entity other than the parties hereto and their respective successors and permitted assigns.

10. **Signatures.** The individuals signing below hereby represent and warrant that they:

- a. have the full power and authority to bind their respective party to this Agreement and the additional terms and conditions/addendum (as applicable)
- b. have complied with any and all statutory and all legal requirements to bind their respective party.
- c. agree to be bound by the terms and conditions set out in the membership agreement, along with the addenda, which are effective on the date of the last signature (the "Effective Date"). The parties agree the electronic signatures appearing on this Agreement are the same as hand-written signatures for purposes of validity, enforceability, and admissibility.

IN WITNESS WHEREOF, the parties have executed this Agreement in the manner appropriate to each to be effective the day and year entered on the first page hereof.

SWWC MEMBER

SWWC SERVICE COOPERATIVE

BY: \_\_\_\_\_  
Authorized Signature

BY: \_\_\_\_\_  
Authorized Signature

ADDENDUM A  
TO MEMBERSHIP AGREEMENT  
**ENVIRONMENTAL/OCCUPATIONAL HEALTH & SAFETY MANAGEMENT PROGRAM**  
2026-27

**Pipestone Area School District**

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. SWWC is engaged in providing consultation and coordination of services related to the management of environmental health and safety concerns for Members.
2. SWWC agrees to facilitate an Environmental/Occupational Health and Safety Management Program, referred to herein as "E/OHSMP". Said program will be provided by IEA, Inc., 9201 W. Broadway #600, Brooklyn Park, MN 55445.
3. **Included General Services.** The E/OHSMP "General Services" provided by SWWC through IEA can be found at the following website: [www.swwc.org/EOHS](http://www.swwc.org/EOHS).
4. **Rate per visit; Annual Fee.** The Member agrees to pay annually a fee equal to the rate per visit (\$863.00) multiplied by the number of visits required by the Member in the most recent fiscal year ("Annual Fee").

The Annual Fee for 2026-27 will be:

**\$11,219.00**

5. **Term; Payment.** Notwithstanding any provision in the Membership Agreement to the contrary, E/OHSMP General and No-cost Services will be provided to and paid for by the Member for a Term of one year (1 year), commencing as of the Effective Date of the Membership Agreement. The Annual Fee due hereunder shall be payable in three installments on or before July 30, October 15, and February 15 of each fiscal year. This agreement may be terminated for proper cause by either party for any reason upon ninety (90) days written notice to the other party.
6. **Hold Harmless.** That Member recognizes that IEA is solely responsible for the performance of the E/OHSMP. It recognizes that SWWC merely acts as a financial intermediary and has no voice in, and does not exercise control over the manner in which IEA performs its services. Therefore, to the fullest extent permitted by law, the Member agrees to hold harmless SWWC, as well as IEA agents and employees, from and against all claims, damages, losses and expenses, including, but not limited to, reasonable attorneys' fees arising out of or resulting from the performance of IEA's services and to look solely to IEA for redress.
7. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM B  
TO MEMBERSHIP AGREEMENT  
**HEALTH AND SAFETY MANAGEMENT ASSISTANCE SERVICES**  
2026-27

**Pipestone Area School District**

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. **Subscription.** SWWC is engaged in providing consultation and coordination of Health and Safety Management Assistance Services related to the management of environmental health and safety concerns for Members; and the Member hereby subscribes to such services. These services are subject to change and may include:
  - Assisting the Member in identifying and prioritizing health and safety plans and programs.
  - Conducting on-site management assistance work during a minimum of one site visit to the Member site per fiscal year if total square footage is less than 140,000; or a minimum of two site visits to the Member site per fiscal year if the total square footage is greater than or equal to 140,000.
  - Working with the Minnesota Department of Education and other Service Cooperatives in the development of future health and safety workshops, meetings, etc.
  - Directing communication with Minnesota Department of Education.
  - Interpreting mandatory requirements from the Minnesota Department of Education.
  - Assisting in the completion of mandatory reports.
  - Providing personalized service such as summarizing communications (mass emails, etc.) to the Member, drawing attention to what it needs to attend or complete.
  - Assisting in determinations of what is allowable under Long-Term Facility Maintenance (LTFM) funding.
  - Assisting in the coding of LTFM expenditures.
  - Providing interpretations of regulatory agencies.
  - Conducting a mock OSHA building walk through.
  - Assisting in “Machine Guarding”.
2. **Annual Fee.** In consideration for the services described at Section 1 to this Addendum, the Member agrees to pay to SWWC an “Annual Fee” to be calculated as follows:

$$294,804 \text{ square feet} \times \$0.11/\text{square foot} = \underline{\underline{\$3,242.84}}$$

The Annual Fee shall be payable in one installment in accordance with the provisions of the Membership Agreement.

3. **Type III Vehicle Training – Additional Cost.** At the Member’s election, SWWC also facilitates an on-line Type III vehicle training course. This additional service is offered to the Member at an additional cost, calculated on a per driver basis. Additional information for this service can be found at [www.swwc.org/TypeIII](http://www.swwc.org/TypeIII).
4. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM C  
 TO MEMBERSHIP AGREEMENT  
**REGIONAL MANAGEMENT INFORMATION CENTER (“RMIC”)**  
 2026-27  
Pipestone Area School District

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. The Member hereby subscribes to the Regional Management Information Center Services (“RMIC Services”) pursuant to the terms of the Membership Agreement and this Addendum. The RMIC Services to be provided by SWWC may include finance, payroll, and student administrative support services as outlined below.

2. **Business/SMART SYSTEMS Services; Fees.**

- a. **Fixed Operations, License & Workshop.** Fixed Operations, License & Workshop includes the overall fixed operations costs and software licenses for SMART SYSTEMS.
- b. **Software Support/Development Assessment.** Members using SMART SYSTEMS software cooperatively finance the needed support to insure reliable software and to provide required and requested enhancements. Software Support/Development Assistance includes all software releases and upgrades for SMART SYSTEMS.
- c. **SMART SYSTEMS Support & Business Services.** The SMART SYSTEMS Support & Business Services offsets the cost of staff time used to support the SMART SYSTEMS software and Business Services, and includes overall SMART SYSTEMS, UFARS, and payroll assistance (email and phone support, UFARS edits, submissions, account code conversions, payroll adjustments, reporting for retirement, quarterly reports, STAR Reporting, W-2 processing, fiscal year-end (“FYE”) reporting, etc.). New employee SMART SYSTEMS training will be provided virtually or at the SWWC Office.
- d. **Additional Charges.** The following non-exclusive list of additional charges may be billed separately to the Member:
  - i. Emergency services, training, and additional accounting and payroll/HR services not covered in basic fee will be charged at \$120.00 per hour (billed in one-half hour increments) when provided at the Member’s district office, plus the IRS mileage rate; or will be charged \$95.00 per hour (billed in one-half hour increments) when provided at the RMIC Office.
  - ii. ACA Electronic Filing will be billed at \$285.00 for Original 1094/1095 B & C Forms and \$285.00 each for Amended 1094/1095 B & C Forms.
  - iii. Time Tracker: Fixed fee \$750 per district plus:
    - 1. \$1,000 (1,000 students or less)
    - 2. \$1,500 (1,001 – 2,000 students)
    - 3. \$2,250 (2,001 – 3,000 students)
- e. **Business/SMART SYSTEMS Services Worksheet:** If applicable, the Member’s Business/SMART Systems service fees shall be calculated as set forth below.

|  |                           |
|--|---------------------------|
| i. FIXED OPERATIONS, LICENSE & WORKSHOP FEE: | <b><u>\$4,500.00</u></b>  |
| ii. SOFTWARE SUPPORT/DEVELOPMENT ASSESSMENT: |                           |
| <b><u>1,138 @ \$10.40</u></b> per student =  | <b><u>\$11,835.20</u></b> |
| iii. SMART SYSTEMS SUPPORT & SERVICES FEE:   |                           |
| <b><u>1,138 @ \$4.75</u></b> per student =   | <b><u>\$5,405.50</u></b>  |

3. **Business UFARS Support Services without access to SMART Systems; Fees.**

- a. The Finance UFARS Support & Business Services offsets the cost of staff time used to provide support and includes overall UFARS and general finance assistance (email support, phone support, fiscal year-end (“FYE”)

workshop and materials. This fee is calculated by multiplying the rate set by the SWWC Board of Directors by the Member's student enrollment.

b. **Business Services Worksheet:** If applicable, the fees shall be calculated as set forth below.

i. FINANCE UFARS SUPPORT WITHOUT ACCESS TO SMART SYSTEM

1,138 @ \$0.00 per student = \$0.00

4. **MARSS/Other Revenue Reporting Services; Fees.**

a. **Fixed Operations & Workshop.** Fixed Operations & Workshop covers the overall fixed operations costs and membership and includes attendance at the annual MARSS Fall workshop.

b. **MARSS/Other Revenue Reporting and Services.** MARSS/Other Revenue Reporting and Service offsets the cost of staff time used to support the Member with multiple submissions of FYE (June 30) and Fall semester MARSS data (phone support, codes and procedures, MARSS edits, submissions, etc.), and includes support of the MARSS Web Edit Program which is used at the district level for editing and reporting of local MARSS data.

c. **Additional Charges.** The following non-exclusive list of additional charges may be billed separately to the Member:

i. Paper and postage will be billed at cost.

ii. MARSS training and emergency services not covered in basic fee will be charged or \$100.00 per hour (billed in one-half hour increments) when provided at the Member's district office, plus the IRS mileage rate; or will be charged \$85.00 per hour (billed in one-half hour increments) when provided at the RMIC Office.

d. **MARSS/Other Revenue Reporting Worksheet.** If applicable, the Member's MARSS/Other Revenue Reporting service fees shall be calculated as set forth below.

i. FIXED OPERATIONS, LICENSE & WORKSHOP FEE: \$1,650.00

ii. MARSS/OTHER REVENUE REPORTING SUPPORT & SERVICE FEE:

1,138 @ \$0.835 per student = \$950.23

5. **Extended Services; Fees.** In addition to the aforementioned services, the Member has chosen to subscribe, and SWWC agrees to perform those extended business services as per negotiated agreement (RMIC Exhibit A) with the Director of Business Services. The fees for such Extended Services may change from year to year at the discretion of the SWWC Board of Directors. The provision of the Extended Services shall thereafter automatically and continuously renew from year to year (each, an "Extended Term") unless the Member provides SWWC with written notice of its intent to discontinue its subscription to Extended Services on or before March 1 (the "Direct Service Withdrawal Deadline"). If such Notice of Withdrawal from Service is timely executed and delivered to SWWC, such Notice will be effective as of June 30 of the fiscal year in which it was delivered. If not timely delivered, the Member agrees and acknowledges that it shall be obligated to pay all fees for previously subscribed-to Services for the next Extended Term. During the Initial Term of the Membership Agreement, the total fee for the Extended Services shall be:

0 @ \$525.00 per day = \$0.00

6. **Annual Fee; Payment.** In consideration for SWWC's RMIC Services as set forth in this Addendum D, the Member agrees to pay an annual fee to SWWC in the amount outlined below. Notwithstanding and provision in the Membership Agreement to the contrary, the Annual Fee (excluding Extended Services) due pursuant to this Addendum shall be payable in three installments during each Term, with one installment becoming due and payable on or before each of the following dates: July 30, October 15, and February 15. Extended Services shall be paid in monthly installments.

The total cost of RMIC Services for July 1, 2026 through June 30, 2027 is as follows:

|  |                           |
|--|---------------------------|
| Business/SMART SYSTEMS Services (3 installments) . . . . .                           | \$21,740.70               |
| Business UFARS Support Services w/out access to SMART Systems (3 installments) . . . | \$0.00                    |
| MARSS/Other Revenue Reporting Services (3 installments) . . . . .                    | \$2,600.23                |
| Extended Services Subscription (12 installments) . . . . .                           | \$0.00                    |
| <b><u>TOTAL CONTRACTED RMIC SERVICES.</u></b> . . . . .                              | <b><u>\$24,340.93</u></b> |

7. **Term; Automatic Renewal; Timeline for Withdrawal from RMIC Services.** Notwithstanding any provisions in the Membership Agreement to the contrary, the parties' obligations pursuant to this Addendum shall commence on the Effective Date set forth in the Membership Agreement and shall continue for a period of twelve (12) months.
8. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM D  
TO MEMBERSHIP AGREEMENT  
**TECHNOLOGY SERVICES**  
2026-27

**Pipestone Area School District**

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. **Description of Services.** SWWC is engaged in providing certain technology services listed below to its members at the rates listed below.

a. **Technology Services for Members with NO CONTRACT.**

|                         |                         |               |
|-------------------------|-------------------------|---------------|
| Non-Contracting Entity: | Technology Service:     | \$112.00/Hour |
|                         | After Hours Support:    | \$139.00/Hour |
|                         | On-site Training Fee:   | \$224.00/Hour |
|                         | Cybersecurity Services: | \$313.50/Hour |

Note: Round Trip Mileage will be charged at the current IRS rate.

Round Trip Windshield Time will be assessed at the daily rate.

After-hours support shall be any support provided outside of normal support hours (7:00 a.m. to 5:00 p.m. Monday through Friday) or on an SWWC observed holiday.

Participant capacity for on-site training may be restricted depending on the type of training being provided. Capacity will be determined when training is scheduled.

b. **Basic Technology Services.**

i. A Member subscribing to SWWC’s Basic Technology Services shall be entitled to:

1. Access to SWWC’s basic technology services for any employee of the Member.
2. Access to SWWC technology support and integration at discounted rates (discounted rate is dependent on the Member’s contract level), including:
  - Phone support and assessment (additional charges for extended remote support (more than 10 combined minutes per incident) or remote access and site visit support)
  - Development of purchasing specifications for equipment and software
  - Discount pricing for Technology Days as defined below:
    - Discounted admission to technology workshops and presentations
    - Discounted admission rates for SWWC technology conferences
    - Free or discounted fees for SWWC sponsored training sessions
3. Discounted pricing (2% or higher discount) on SWWC Technology Coordinated Consortium Purchase Programs.
4. Complimentary enrollment and participation in SWWC’s BrightBytes Clarity or Modern Learning offering technology evaluation and assessment toolset. Additional fees may apply for professional development, individualized analysis and trainings that may compliment the Clarity tools.

ii. **Basic Technology Service Fee.**

|                           |            |                                 |            |
|---------------------------|------------|---------------------------------|------------|
| Enrollment less than 501  | \$985.00   | Enrollment Over 3,000           | \$3,230.00 |
| Enrollment 501 to 1,000   | \$1,815.00 | CCOGA less than 26 employees    | \$260.00   |
| Enrollment 1,001 to 2,000 | \$2,290.00 | CCOGA with 26 or more employees | \$420.00   |
| Enrollment 2,001 to 3,000 | \$2,970.00 |                                 |            |

c. **Supplemental Technology Support and Integration Services.** The Member may add the following Supplemental Technology Support and Integration Services to its Technology subscription. Such services will entitle the Member to on-site or remote support of network equipment and software (including installations and updates), as well as general assistance to the Member’s current technology leadership and team. The Member will incur additional costs for each service listed below; the additional cost will be billed according to the Member’s Technology Service Rate.

i. **Supplemental Technology Support and Integration Services (On-Call Services) Fees.**

1. A Member subscribing to SWWC’s Basic Technology Services will further be entitled to receipt of on-call services at the following rates:

|                         |                              |
|-------------------------|------------------------------|
| Technology Service:     | \$100.75/Hour                |
| On-site Training Fee:   | \$165.75/Hour                |
| Cybersecurity Services: | \$207.50/Hour                |
| After Hours Support:    | Billed at normal hourly rate |

2. The following additional charges or restrictions may apply:

- Round Trip Mileage will be charged at the current IRS rate;
- After Hours Support shall be billed at the Member’s normal hourly rate;
- Round Trip Windshield Time will be assessed at the daily rate;
- Participant capacity for on-site training may be restricted depending on type of training being provided; capacity will be determined when training is scheduled.

ii. **Supplemental Technology Support and Integration Services “Block Hours”.** A district or entity may purchase block hours at discounted pricing to be utilized on a monthly basis. Block Hours must be used each month and may be carried over one subsequent month. If Block Hours are not used within the following month, they will be forfeited without refund. The following costs, restrictions and stipulations apply to the Member’s purchase of Block Hours:

1. A Basic Technology Services Contract is required in order to receive this pricing.
2. Additional Onsite Trainings will be charged at the rate of \$165.75/hour.
3. Additional Technology Service Hours will be charged at the rate of \$100.75/hour.
4. Block Hour Service Fees:

- 1 day per month block
  - 12 Month Tech Support or Integration Option \$9,840 / year
  - 9 Month Tech Integration Option \$7,650 / year
- 2 days per month block
  - 12 Month Tech Support or Integration Option \$18,816 / year
  - 9 Month Tech Integration Option \$14,760 / year

5. Round Trip Mileage is included in the contract rate.

6. 9 Month options are for Technology Integration services only and days must be scheduled between September 1 and May 31 of the contract year.

d. **Technology Coordination or Integration Services.** A district or entity may contract with SWWC for Technology Coordination and Integration Services at dramatically reduced rates from the on-call Technology Services. The days reflected in this contract shall be scheduled upon contract execution or July 1 of the contract year, whichever is later. Contracted days do not count as on-call days. The days contracted must be scheduled for usage on a regular basis. On-call visits or remote support will be billed out at the normal Contracting Entity On-Call Technology Service rate in addition to the actual contract amount, as needed. On contracts of (3) days per week or more, Members may elect to stack technology coordination and integration services into a single contract. Scheduling of substituted days must be arranged prior upon the establishment of the contract term and substitution must occur in a consistent format to accommodate staffing.

- i. Onsite Training will be charged at the rate of \$165.75/hour.
- ii. Additional technology service hours will be charged at the daily rate that corresponds with the selected contract level.
- iii. **Technology Coordinator and Integration Services Fees.** *This service is inclusive of Basic Technology Services; Basic Technology Service Subscription Fee Waived. (Daily rates are provided for comparison purposes only; actual monthly billing will be 1/12<sup>th</sup> of annual contract.)*

**12-Month Contract Rates**

- 1 Day per week \$772.00/day = \$40,144 annual contract
- 2 Days per week \$724.00/day = \$75,296 annual contract
- 3 Days per week \$676.00/day = \$105,456 annual contract
- 4 Days per week \$652.00/day = \$135,616 annual contract

**9-Month Contract Rates**

- 1 Day per week \$814.00/day = \$32,560 annual contract
- 2 Days per week \$772.00/day = \$61,760 annual contract
- 3 Days per week \$730.00/day = \$87,600 annual contract
- 4 Days per week \$688.00/day = \$110,080 annual contract

**Note: These rates include Round Trip mileage from SWWC to Technology Office Location at district. Mileage charges apply at the IRS rate for additional travel performed on district business.**

**e. Full-Time Technology Coordinator Services.**

- i. Full-time Technology Coordination Services will place a full-time equivalency of SWWC technology service employees in a district or entity on a full-time basis. Holidays, sick and annual leave time, and professional development will be observed by the Member as a part of this agreement. Substitute Technology staff members may be provided at the discretion of the Member and SWWC. Entities entering into a full-time agreement for the first time must commit to a 3-year agreement as the initial term; the 3-year commitment discount will be applied during this initial term.
- ii. The rate listed below includes Round Trip Mileage from SWWC to Technology Office Location at the District. Mileage charges apply at the IRS rate for additional travel performed on district business.
- iii. The Member shall remain responsible for data retention and backups on days that the SWWC Employee is not on-site.
- iv. **Services Fees.**

1. The “Base Fee” for Full-Time Technology Coordinator or Integration Services shall be:

\$135,600.00 per year

2. On-site training days may be purchased at \$165.75 per hour. Participant capacity for on-site training may be restricted depending on the type of training being provided. Capacity will be determined when training is scheduled.
3. **3-year Full Time Technology Coordinator Service Commitment Discount.** Members that enter into a three 3-year commitment for Full-time Technology Coordination will receive a 5% discount on such services for each of the three (3) years.
4. Full-Time contracts may be split between two neighboring Members or entities. A splitting fee will be assessed to each contracting entity when sharing a full-time contract. Contract splitting fees cover travel and administrative expenses associated with covering multiple Member. Split Contracts may not exceed a total of 5 days per week; additional days added to a full-time contract are subject to the rates associated with the additional service level.

Full Time Contract Splitting Fees: *80/20 Split Contract:* \$1,090.00 per entity

*60/40 Split Contract:* \$2,180.00 per entity

5. Full-Time contracts may be split between Technology Coordination/Support and Tech Integration. A splitting fee will be assessed to the Member when splitting between Technology Coordination/Support and Tech Integration.

Full Time Contract Splitting Fees: *80/20 Split Contract:* \$1,730.00 per entity

*60/40 Split Contract:* \$3,460.00 per entity

6. Additional Day Fees, for contracts totaling more than 5 days per week (fee will be divided based on contract assignment for contracts split among two districts): each additional day: \$1,340.00.

**f. Comprehensive Cyber Security**

- i. Description of Services (the “Services”).

1. The core purposes of the Services are to: (1) mitigate cyber threats, (2) coordination of cyber incident response, when necessary, (3) assist the Member Agency’s technology department’s in protecting the Member’s digital resources, and (4) providing guidance and assistance in cybersecurity to the Member.
2. SWWC will perform annual security assessments and SWWC will use the annual security assessments to provide the Services. The annual security assessment will identify components in the Member’s organization that needs to be addressed to optimize security.
3. In the 1st year of the Term (as that is defined in this Agreement), SWWC shall perform the following:
  - Service entry SC L1 security assessment for the Member within the first 3 months of the Effective Date.
  - A SC L2 security assessment between 6 months and 1 year following the initial SC L1 security assessment.

- A minimum of 2 scans of the Member’s internal and external networks will be performed to assess network nodes for potential vulnerabilities that will need to be addressed by the Member and any issues/vulnerabilities noted are not included in the Services and shall be the sole responsibility of the Member to address and/or fix.
  - Firewall configuration security review.
  - Cybersecurity procedural review.
  - Development of baseline cybersecurity policy and procedure templates and guidance in implementing policies at Member district.
4. In years 2 through 5 of the Term, SWWC shall perform the following:
- 1 SC L3 security assessment.
  - Quarterly scans of the Member’s internal and external networks to assess network nodes for potential vulnerabilities that will need to be addressed by the Member and any issues/vulnerabilities noted are not included in the Services and shall be the sole responsibility of the Member to address and/or fix.
  - Firewall configuration security review.
  - Procedural reviews to analyze current practices that may impact cybersecurity mitigation.
  - Development of cybersecurity policy and procedure templates.
  - Development and assistance in implementation of information security templates.
  - Monitoring and coordinating with Member technology department/teams to ensure the proper application of key operating system application, and system patching.
  - Development and monitoring of system lifecycles to ensure Member is eliminating the use of products and systems deemed to be obsolete.
  - Development of model policies that can be implemented by Member.
  - Develop and assist Member in implementation of a “Zero Trust” security architecture. The “Zero Trust” security architecture policies and procedures will be based on the premises that no individual or device, whether internal or external, should be trusted. The “Zero Trust” security architecture will be based on role-based permissions (defined based on network access role-based permissions) and the least amount of access possible that is necessary to complete an individual’s job functions to ensure the appropriate access level.
  - Development of security continuity plan templates for Member to customize and implement.
  - Inventory management processes that include: assessment or guidance on the processes and policies for the effective implementation of physical inventory practices and development of templates and assistance in implementing equipment lifecycle management systems.
  - Development of templates and assistance in implementation of data lifecycle management procedures that include: data inventory and mapping, security clearances, data transmission and flow, and review of data destruction processes.
  - Threat monitoring and logging that includes: automatic vulnerability scanning when threats relevant to Member’s environment are identified and utilize the Department of Homeland Security and Multistate-I Information Sharing and Analysis Center (MS-ISAC) resources for monitoring and resources.
  - Cyber incident response assistance that includes coordination or response efforts should a cybersecurity event occur and includes the following: providing initial analysis and threat assessment of Member’s situation and aid in coordinating an effective and organized response to mitigate further exposure as a result of the incident. SWWC’s response assistance does not replace the cyber forensics response or investigation that may be required by a cyber-liability insurer.
  - Development and assistance in implementing backup and disaster recovery practices that provide effective mitigation practices for cyber events.
  - Research, development, and evaluation of services to ensure Member’s is on the forefront of cybersecurity.

- Additional services may be added to this Agreement and added services may require added fees. Any additional services must be agreed to in a writing signed by both Parties.

5. **Term.** The term (“the Term”) of this Agreement shall be from the Effective Date until June 30, 2027.
6. **Services Fees.** The full annual rate will be calculated annually based on the enrollment utilized in all SWWC contracts based on prior year enrollments reported to the Department of Education. All base and per-student fees used to calculate the annual rate for the Term shall remain the same for the full Term unless any additional services are added pursuant to this Agreement. There may be up to 3 discounts that apply to the annual rate. The 3 stackable discounts are whether the Member is a SWWC member (\$2,860 off the base rate and \$.50 off per student), a SWWC technology subscriber (\$1,220 off the base rate and \$0.45 off per student), a user of SWWC technology services of at least 1 day per week (\$2,450 off the base rate and \$0.80 off per student), and a member of the SWWC Wide Area Network Consortium (\$1,400 off the base rate and \$5.15 off per student). Applied discounts to the annual rate shall be applied annually based on Member’s membership and subscribed service participation in each applicable fiscal year. Should SWWC lower its base or per-student pricing for this service in any of the 5 years of the contractual term, the Member shall receive the service at the lower annual rate.

This agreement will be Year 5 of 5 in 2026-2027. Pricing for 2026-27 is locked in at 2022-2023 rates for this service.

Comprehensive Cybersecurity Service contract rates for 5-year contracts established on July 1, 2026 and ending on June 30, 2031.

| School Districts |  | Base Rate   | Per Student |
|------------------|--|-------------|-------------|
|                  | <b>Non-Member</b>  | \$11,365.00 | \$15.50     |
|                  | <b>SWWC Associate Member</b>   | \$8,925.00  | \$14.95     |
|                  | <b>SWWC Full Member</b>  | \$8,365.00  | \$14.95     |
|                  | <b>SWWC Technology Subscriber</b>  | \$7,080.00  | \$14.50     |
|                  | <b>Snap-in (must purchase additional technology service at greater than one day/week year-round)</b> | \$4,510.00  | \$13.65     |

| Cities, Counties, and Non-Profits |  | Base Rate  | Per Staff |
|-----------------------------------|--|------------|-----------|
|                                   | <b>Non-Member</b>  | \$9,820.00 | \$145.00  |
|                                   | <b>SWWC Associate Member</b>   | \$7,600.00 | \$142.80  |
|                                   | <b>SWWC Full Member</b>  | \$7,505.00 | \$142.80  |
|                                   | <b>SWWC Technology Subscriber</b>  | \$6,350.00 | \$121.80  |
|                                   | <b>Snap-in (must purchase additional technology service at greater than one day/week year-round)</b> | \$4,040.00 | \$108.15  |

A detailed multi-year Comprehensive Cybersecurity Service Contract will be provided to the District for review and acceptance upon indicating that the District desires to enter into a contractual relationship for the stated services.

**g. E-Rate Coordination Services.**

- i. The Member may additionally subscribe to SWWC’s E-Rate Coordination Services. Such services include the coordination and filing of E-Rate applications and forms to the Federal Communications Commission (“FCC”) and the Universal Service Administrative Company’s (“USAC”) School and Libraries Division (“SLD”). SWWC’s E-Rate staff will work with the Member’s staff to collect all data necessary to perform the filings.
- ii. **Special Term.** Notwithstanding any provisions in this Addendum or the Membership Agreement to the contrary, the term of any E-Rate Coordination Services subscription shall be equal to one Funding Year (as defined by the FCC and the Universal Service Administration Company). Participation in E-Rate services requires the school’s commitment to a 5-year term aligned to the FCC E-Rate program’s 5-year Category 2 Budget Cycle. The Current 5-year budget cycle covers E-Rate Fund Year 2026 (Fiscal Year 2027) through Fund year 2030 (Fiscal Year 2031). A contract signed for E-Rate Services covering Fiscal Year 2026-2027 will cover the work required to manage E-Rate Fund Year 2026. A Member that enters a 5-year E-Rate services term in the Fiscal Year 2025-26 contract cycle for Fund Year 2026-2030, will be assessed the same annual rate during each of the 5 years in the Category 2 Budget Cycle. Members subscribing to E-Rate Coordination Services during years following Fiscal Year 2025-26 shall, in the first year of the service, be assessed for each preceding Fund Year in the Category 2 Budget cycle.

**iii. Services Fees.**

1. Continuation Rates – Standard Rate E-Rate Coordination for Member District with a Fund Year 2026-2030 contract in place during 2025-26:

|                          |                         |
|--------------------------|-------------------------|
| 176                      |                         |
| Enrollment less than 301 | \$1,380 annual contract |

|                           |                         |
|---------------------------|-------------------------|
| Enrollment 301 to 700     | \$2,340 annual contract |
| Enrollment 701 to 2,000   | \$3,420 annual contract |
| Enrollment 2,001 to 4,500 | \$4,380 annual contract |
| Enrollment over 4,501     | Custom Member Pricing   |

2. Associate Member Continuation Rates – Standard Rate E-Rate Coordination for Associate Member District with a Fund Year 2026-2030 contract in place during 2025-26:

|                             |                         |
|-----------------------------|-------------------------|
| Enrollment less than 301    | \$1,656 annual contract |
| Enrollment 301 to 700       | \$2,808 annual contract |
| Enrollment 701 to 2,000     | \$4,104 annual contract |
| Enrollment 2,001 to 4,500   | \$5,256 annual contract |
| Enrollment 4,501 to 7,000   | \$6,408 annual contract |
| Enrollment 7,001 to 10,000  | \$7,560 annual contract |
| Enrollment 10,001 to 15,000 | \$8,712 annual contract |
| Enrollment 15,001 to 25,000 | \$9,864 annual contract |
| Enrollment over 25,001      | Custom Pricing          |

3. Contract includes assistance in the research, development, evaluation assistance, and other activities pertaining to requests for proposals (RFP) and appeals, when necessary.

iv. **Current Funding Year.** This Addendum covers all activities pertaining to the E-Rate Funding Year 2026, starting July 1, 2026, through June 30, 2027. The application process will begin in the fall of 2025. Activities pertaining to previous and future funding years falling within the term date of this contract will require a separate contract for the corresponding funding year.

v. Letters of Agency and other contractual documents for E-Rate specific purposes will contain additional regulatory and program rule conditions and contractual language to which SWWC and the Member shall mutually agree.

vi. **SWWC Duties.** SWWC’s duties with regard to E-Rate Coordination Services include:

1. Track and assist in the submission all E-Rate related forms for the Member.
2. Meet with appropriate Member personnel to determine proper submission process and eligibilities for district.
3. Assure all applications and forms submission meet processing standards and submission deadlines.
4. Assist in assuring that the Member meets requirements for E-Rate eligibility including but not limited to the Children’s Internet Protection Act (“CIPA”) and records retention.
5. Assist the Member in maintaining duplicate records on behalf of district for up to 10 years as required by the SLD. Member is ultimately responsible for maintaining archived records of all E-Rate related communications for 5 years following the end of any contract receiving E-Rate funding.
6. Coordinate with service providers for the appropriate application of E-Rate discounts.

vii. SWWC does not guarantee that applications submitted by its staff or clients will necessarily result in funding commitments given the ever-changing rules and their interpretations by the staff of the FCC’s Schools and Libraries Division (“SLD”). SWWC shall not be held responsible in the incident that a funding request is not successful or goes under Privacy Impact Assessment review or audit with the SLD or FCC.

viii. **IMPORTANT:** *E-Rate coordination services do not relinquish the responsibility from the Member to adhere to the program rules and laws placed on the E-Rate program by USAC, the FCC or any other governing agency. SWWC shall under no circumstance be legally or financially responsible for requested or committed funding that is denied or rescinded by USAC or the FCC. The Member is solely responsible for ensuring that all local bid and contract requirements are met by their district when establishing agreements with vendors for E-Rate funded services.*

**h. Student Data Privacy Program.**

i. Definitions.

1. Technology Provider - established in Minnesota Statute 13.32.subd.1.g. and defines a provider of systems or solutions utilized in a school district as a part of a one-to-one deployment or otherwise that create, receive or maintain education data. Technology providers can be in the form of hardware, software, apps, extensions, plugins, websites, and other solutions that may result in the creation, processing, or maintenance of education data.

2. Approved Technology Provider – A Technology Provider that has been vetted and determined to be in compliance with the statutory requirements of the Minnesota Student Data Privacy Law as defined within Minnesota Statute 13.32.
- ii. A Member subscribing to SWWC’s Student Data Privacy Program shall be entitled to the following.
1. SWWC shall provide to the Member access to the SWWC Data Privacy Program. The Program will provide the Member with several services and functions that will include the assembly of a “Technology Provider” inventory. The listing included in this agreement may not be comprehensive as the Program continues to develop and mature.
  2. The Program shall provide a service, that when appropriately implemented by the Member, will provide solutions allowing the Member to develop the materials necessary to provide parents and students with annual notifications of Technology Providers in use within the Member school system.
  3. SWWC shall provide through its Clearinghouse approval statuses of Member Technology Providers that are discovered both through automated and manual processes.
  4. The Member understands that the status of Technology Providers in the Clearinghouse is determined by assessing the provider against requirements of Minnesota State Law, and the Clearinghouse determined status of products applies universally to all school districts participating in the SWWC Data Privacy Program. SWWC shall hold a contract on behalf of the Member to fulfill the contractual obligations of this agreement. The cost of the 3<sup>rd</sup> party service is covered by the costs associated with this agreement.
    - The Member shall be provided with access to automated “Technology Provider” discovery tools provided by a 3<sup>rd</sup> party service provider
    - The Member will have access to a Technology Provider Inventory of approved Technology Providers that have been identified as being in use in their schools.
    - SWWC will provide Member with the ability to view lists of those Technology Providers found to be in use in their schools that are not currently approved.
  5. Data Privacy Agreements will be obtained from Technology Providers for the SWWC Data Privacy Program. Upon finalization of Data Privacy Agreements with Technology Providers, a fully executed copy of the agreement will be made available through the Clearinghouse and attached to the records available through to the Member and through their Technology Provider Inventory listing.
    - The Member confirms that as a Minnesota School District, it is expressly authorizing SWWC Service Cooperative, a public agency defined as Independent School District 991, a statutorily defined joint powers organization under Minnesota Statute 123A.21, to negotiate and execute Data Privacy Agreements on the Member’s behalf, and the Member shall recognize the Data Privacy Agreement as Amendment E to its contract with the defined Technology Provider.
    - SWWC will not, unless expressly authorized to do so under a separate contractual agreement, enter into any agreement that commits the Member to any financial obligation to a Technology Provider.
- iii. In consideration of services covered by this agreement.
1. SWWC will, in good faith, evaluate Technology Provider contracts which may consist of their Terms and Conditions, End User License Agreement, Privacy Policy, Data Privacy Agreement, and other documentation provided by the Technology Provider to provide evidence of their compliance with the Minnesota Student Data Privacy Law.
    - SWWC shall not be responsible for any errors or omissions in the assessment of a Technology Provider’s compliance.
    - SWWC shall not be responsible for any documentation or statements provided by a Technology Provider to make these determinations.
  2. Member District shall review all Technology Provider records identified as being in use in its schools.
    - Member District shall notify SWWC of any known Technology Providers not listed as being in use to have them manually added to the Member District’s inventory.

- Member District shall notify SWWC of any Technology Providers identified as being in use, but not authorized for use in its schools that should be removed from the Member District's inventory.
  - Member District is completely responsible for the timely direct annual communication to parents and students as required by law.
3. Through participation in the SWWC Data Privacy Program, SWWC and Member District will be working collaboratively and in good faith to perform due diligence in the evaluation and vetting of Technology Providers. Member District acknowledges that it is ultimately responsible for the accuracy of data representing its schools and ensuring that the requirements of the Minnesota Student Data Privacy Law are satisfied for Member District's schools.
- iv. **Term.** The term ("the Term") of this Agreement shall be from the Effective Date until June 30, 2027.
- v. **Services Fees.** The "Base Fee" for Student Data Privacy Program shall be \$2,245 per school district per year for SWWC Full Members and \$2,630 per school district per year plus the per student fee of \$.86 per student per year for SWWC Associate Members. Pro-rated pricing for services beginning after July 1<sup>st</sup> is not available.

**i. Email Security Service.**

- vi. In consideration of services covered by this agreement.
1. Services are compatible with GSuite (Google Mail/Gmail), Microsoft 365, Microsoft Exchange on-premises, and SMTP based Email systems.
  2. Email Security service provides Spam Detection (99.7% effectiveness), advanced multi-layer malware detection, security message delivery, message tracking, virus outbreak response service, email data loss prevention, content disarm and reconstruction, URL click protection, impersonation analysis, cloud sandboxing.
  3. For Microsoft 365 mailboxes, the following features are included in the service: Realtime scanning of mailboxes for existing or newly discovered threats already delivered to an inbox. Post-delivery "clawback" of newly discovered email threats allowing the service or administrators to remove identified threats already delivered to the inbox.
  4. Integration with LDAP is available. The Member is responsible for the setup and provision of domain access credentials for setup of the LDAP service.
  5. Members that begin services after July 1 will receive pro-rated billing for the services based on the actual start date, but no more than 50% of the full annual service fee.
  6. SWWC will perform Email Account Audits periodically to verify the number of email accounts that the Member has in their filtered domain(s) and contact the Member to verify numbers.
  7. The Member is responsible for making minor changes to the DNS records as provided by SWWC, if SWWC does not host the Member's DNS, for the domains to be filtered. SWWC shall be held harmless of issues with DNS records not held by SWWC.
- vii. **Term.** The term ("the Term") of this Agreement shall be from the Effective Date until June 30, 2027.
- viii. **Services Fees.** The annual service fee for this service is \$6.95 per email account per year. An additional one-time setup fee of \$50.00 will be assessed upon initial start of service. The setup fee will be waived for SWWC WAN Participants.

**j. Email Archiving Service.**

- ix. In consideration of services covered by this agreement.
1. The Member may subscribe to Level 1 or Level Services, but not both. The Service is compatible with GSuite (Google Mail/Gmail), Microsoft 365, Microsoft Exchange on premises.
  2. The number of email accounts for which the Services are provided shall be calculated annually based upon the actual number of active email accounts on the email server being archived. Inactive accounts (*i.e.*, former employee accounts) shall continue to be retained according to the Service Level retention

schedules attached hereto as Exhibit A, however those accounts shall no longer be counted in the annual billing as so long as the email account was inactive for the entire period of July 1 through June 30 of the billing year.

3. Emails retained and archived by SWWC under this Agreement will be stored in a database referred to as the "Email Archive". Access to the Email Archive shall be restricted to up to two administrators designated by the Member; one administrator must be the Member's technology administrator.
  4. Member administrators may create legal holds on data within the Email Archive by contacting SWWC's support staff. The creation of a legal hold on data may cause such data to be retained longer than the automated retention period for which the Member has subscribed.
  5. Services provided by SWWC shall provide the Member with an email archival system capable of meeting generally acceptable data retention requirements. The Member acknowledges that the Member is fully responsible for the Member's email archiving and data retention policies and acknowledges that the Level(s) of Service provided by SWWC have been properly selected by the Member to meet the Member's internal policies. Under no conditions shall SWWC be responsible for providing any Services or Level of Service which does not meet the requirements mandated by the Member's email archiving and document retention policies, or local, state or federal laws.
  6. SWWC shall perform backups of any data stored within the Email Archive. In the event of a failure of the Email Archive or any equipment used or associated with the Services provided under this Agreement, SWWC will be unable to guarantee immediate system availability; a period of up to 7 days may be required to replace failed equipment and fully restore archival databases. Upon restoration of the archival system Member data may still be archived if the Member's email system is properly equipped and configured to maintain journaling or archival logs for such purposes. The Member acknowledges that it is the Member's responsibility and obligation to ensure that its email server is properly configured to allow for archival of emails during any disruption in Services.
  7. In the event of loss of Services due to circumstances outside of SWWC's control, such as a reduction in or loss of network connectivity, or general acts of God, SWWC may be unable to archive email and other data in real-time and a delay in archival communications may occur. The Member acknowledges that depending on the Member's server/system settings at, some data may not be archived during prolonged communication issues.
  8. SWWC will perform audits of the Member's email accounts Audits periodically to verify the number of email accounts that a Member has in their archived domain(s) and contact the Member to verify numbers.
  9. If SWWC does not host the Member's email server, the Member shall be responsible for making changes, alterations and updates to the Member's email server as directed by SWWC.
  10. Under no circumstances shall SWWC be liable to the Member for any damages which arise in any way, in whole or in part, as a result of any action, error, mistake or omission, whether or not negligence on the part of SWWC occurs. The Member agrees to indemnify, defend and hold SWWC harmless for any and all claims, demands, suite or actions, including attorneys' fees, arising out of SWWC's performance or failure to perform under the terms of this Agreement.
  11. SWWC shall further be held harmless of any data requests or subpoenas that cannot be met by the Member. Meeting such requests shall be the full responsibility of the Member. Assistance in accessing data to meet such requests may be provided by SWWC staff to the Member's administrators for an additional cost.
- x. **Term.** The term ("the Term") of this Agreement shall be from the Effective Date until June 30, 2027.
- xi. **Services Fees.**
1. Level 1: Service levels for staff email accounts. Student email archiving provided at no additional charge.
    - Three-year email retention for staff accounts at \$8.80 per staff email account.
    - Five-year email retention for staff accounts at \$10.50 per staff email account.
  2. Level 2: Service levels for student email accounts.

- One-year email retention for student accounts at \$3.30 per student email account.
- Three-year email retention for student accounts at \$5.50 per student email account.

**k. Secured Remote Backup Service.**

xii. In consideration of services covered by this agreement.

1. The total amount of data for which the Services are provided shall be calculated annually based upon the actual capacity consumed by the data being backed up. Data capacity consumed will be based on the amount of data utilized during the peak utilization during the fiscal year to allow for SWWC to appropriately provide data capacity sufficient to cover peak utilization for all participating entities in this service.
2. Data backups will be performed directly from the Member's servers to either the SWWC data center in Windom or Marshall, Minnesota. Replication of the Member's backed up data shall then take place to the SWWC data center that is not the primary data backup site for the Member. Access to data backups shall be restricted only to qualified and trained technology support personnel as defined by the Member.
3. The Member shall set versioning requirements, retention policies and identify server logical hard disks which will be included in offsite backups. The Member's requests will directly impact the overall amount of data being consumed in this service and therefore directly impacting the billable amount that SWWC shall invoice to the Member.
4. Pursuant to applicable data retention laws, the Member, its agents, employees and administrators are prohibited from deleting any information from the data backups that is being vaulted for purposes of investigations or data requests by investigative entities or entities having jurisdiction.
5. Member administrators may create legal holds on data within the data backups by contacting SWWC's support staff. The creation of a legal hold on data may cause such data to be retained longer than the automated retention period for which the Member has subscribed.
6. Services provided by SWWC shall provide the Member with a data backup solution capable of meeting offsite, disaster recovery compliant standards. The Member acknowledges that the Member is fully responsible for the Member's data backup and data retention policies and acknowledges that the Level(s) of Service provided by SWWC have been properly identified by the Member to meet the Member's internal policies. Under no conditions shall SWWC be responsible for providing any Services or Level of Service which does not meet the requirements mandated by the Member's data backup and retention policies, or local, state or federal laws.
7. SWWC shall perform backups of any data stored within identified servers in the Member. In the event of a failure of the Data Backup System or any equipment used or associated with the Services provided under this Agreement, SWWC will be unable to guarantee immediate system availability; a period of up to 7 days may be required to replace failed equipment and fully restore hardware related to this service. Upon restoration of the data backup system the Member data may still be backed up to the offsite service if unless already deleted from the Member's servers.
8. In the event of loss of Services due to circumstances outside of SWWC's control, such as a reduction in or loss of network connectivity, or general acts of God, SWWC may be unable to backup data in real-time and a delay in data backup communications may occur. The Member acknowledges that depending on the Member's server/system settings at, some data may not be backed up during prolonged communication issues.
9. SWWC will perform audits of the Member's data backup utilization periodically to verify the backup space requirements and retention policies that the Member has identified are being met and that appropriate storage space will continue to be available on SWWC equipment to provide continual backup services.
10. If SWWC does not host the Member's servers, the Member shall be responsible for making changes, alterations and updates to the Member's servers as directed by SWWC in order to prepare for and install any software required for SWWC to provide Data Backup Services to the Member. The Member may elect to contract with SWWC to provide installation support on the Member's equipment for the

provision of this service, in which case the Member will be billed on an hourly basis based on the Member's hourly subscription rate for SWWC Technology Services.

11. Under no circumstances shall SWWC be liable to the Member for any damages which arise in any way, in whole or in part, as a result of any action, error, mistake or omission, whether or not negligence on the part of SWWC occurs. The Member agrees to indemnify, defend and hold SWWC harmless for any and all claims, demands, suite or actions, including attorneys' fees, arising out of SWWC's performance or failure to perform under the terms of this Agreement.
  12. SWWC shall further be held harmless of any data requests or subpoenas that cannot be met by the Member. Meeting such requests shall be the full responsibility of the Member. Assistance in accessing data to meet such requests may be provided by SWWC staff to Member administrators for an additional cost.
- xiii. **Term.** The term ("the Term") of this Agreement shall be from the Effective Date until June 30, 2027.
- xiv. **Services Fees.** School districts: \$940.00 annually for first 500 GB of space consumed by the Member's backup files. \$100.00 annually for each additional 100 GB of space by Member's backup files beyond initial 500 GB. Cities, Counties and Other Governmental Agencies: \$735.00 annually for first 200 GB of space consumed by the Member's backup files. \$100.00 annually for each additional 100 GB of space by Member's backup files beyond initial 200 GB.
1. SWWC Technology Solutions representatives and Member designated staff shall establish a customized service level agreement for the Member's backups including:
    - Servers and/or end-user equipment and the corresponding drives to be backed up on those devices.
    - Full and incremental backup strategy for server and computer files.
    - Number of backup versions retained for individual backups.
    - Retention of backups under special circumstances.
  2. The Member defined service level may result in a higher annual fee for additional backup storage space necessary to retain the number of versions or special retention schedules.

**I. Website ADA Accessibility and Usability Support with Siteimprove.**

- xv. In consideration of services covered by this agreement.
1. The Member hereby agrees to purchase, and SWWC agrees to provide, participation in services through a cooperatively purchased subscription to Siteimprove provided solutions to ensure website usability and ADA compliance.
  2. The Services shall include:
    - Quality Assurance: Crawls website and identifies quality issues.
    - Policy: Allows Customer to set website parameters to ensure consistency in content.
    - Accessibility: Checks website against selected WCAG 2.0 accessibility standards and WAI-ARIA techniques.
    - SEO: Details technical and content-related issues affecting search engine rankings and traffic to the website.
    - Priority: Allows Customer to set criteria for order in which issues and errors are reported. This service requires the implementation of a script on the website.
    - Accessibility Community Membership: Membership to Siteimprove's Accessibility Community.
    - PDF Scanning: Assessment of PDF's on website to ensure accessibility requirements are met.
    - Response: Monitors website's availability and performance.

- Usability: Understand your users' experience on your website with Heat Maps, Scroll Maps, Click Maps, Online User Survey, Internal Search Stats.

xvi. **Term.** The term (“the Term”) of this Agreement shall be from the Effective Date until June 30, 2027.

xvii. **Services Fees.** Fees for the service are fully dependent on the number of webpages and PDF files contained in the Member’s website. Discounts available to the Member by participating in this service are based on the overall participation of SWWC member school districts.

**m. OnDemand IT Certification Training Solution with Stormwind Studios.**

xviii. In consideration of services covered by this agreement.

1. The number of licenses for which the Services are provided shall be calculated annually based upon the actual number of active users needing access to the system.
2. The Member is responsible for informing SWWC of licenses needing to be cancelled or removed from automatic renewal.
3. The Member may transfer licenses from an employee whose employment is ending to a new employee during the term of this agreement by notifying SWWC of the changes.
4. SWWC and Member are subject to the terms and conditions of the End-user License Agreement(s) and Terms and Conditions of Stormwind Studios. Under no conditions shall the SWWC be responsible for providing any Services or Level of Service under the terms of this agreement other than the benefit of aggregated purchasing discounts that are passed on to Customer.
5. SWWC may, at its discretion, offer in-kind or fee-for-service value added offerings that complement the trainings being provided through Stormwind Studios.
6. Under no circumstances shall SWWC be liable to the Member for any damages which arise in any way, in whole or in part, as a result of any action, error, mistake or omission, whether or not negligence on the part of SWWC occurs. The Member agrees to indemnify, defend and hold SWWC harmless for any and all claims, demands, suite or actions, including attorneys’ fees, arising out of SWWC’s performance or failure to perform under the terms of this Agreement.

xix. **Term.** The term (“the Term”) of this Agreement shall be from the Effective Date until June 30, 2027.

xx. **Services Fees.** Ultimate Access includes access to all Stormwind Studios Training Content, which is over 250 courses for technology-industry leading certification preparation.

- \$1,350.00 annually per user license for SWWC Technology Subscribers

**n. Moodle Course Hosting Service**

xxi. In consideration of services covered by this agreement.

1. SWWC will provide to member with access to courses, as requested by Member, on a shared Moodle server environment in which other member courses will co-exist.
2. Member will only have access to its own courses and all student information in courses will remain the explicitly accessible by only the Member that owns the courses
3. Enrollment information for courses shall be supplied by the member prior to the beginning of the course in a format prescribed by SWWC. All enrollment changes following the initial course roster upload will be performed through requests to the SWWC Technology Support Helpdesk either individually or through additional course roster updates.
4. Self-registration options will be made available to the Member whereas “students” in courses may self-enroll into the course based on criteria mutually agreed upon by the Member and SWWC and fully supported by the Moodle course management system.
5. There are no limitations to the number of students that are able to be enrolled into a Moodle course.
6. There is a 10 GB storage limit for each individual course. Courses surpassing the 10 GB limit will be assessed in accordance with the self-service fees below.

- xxii. **Term.** The term (“the Term”) of this Agreement shall be from the Effective Date until June 30, 2027.
- xxiii. **Services Fees.** Fees for the service are fully dependent on the number of courses requested to be hosted by Member and the storage required by the course being hosted.
1. An annual service fee of \$90.00 per course will be charged to the Member. The annual service fee will not be pro-rated for courses that are less than a full year.
  2. For courses requiring more than 10 GB of storage capacity, an overage fee of \$15.00 per 1 GB increment over 10 GB will be assessed on the annual service fee billing. Overage fees will not be pro-rated.
- o. **Moodle In Your School Service – District-wide Moodle learning management solution.**
- xxiv. In consideration of services covered by this agreement.
1. Member will have access to the Moodle System on a dedicated Moodle hosting server exclusively accessible by the Member.
  2. Member will be able to fully administer user accounts, enrollments, course creation, teacher assignments, and other administrative functions.
  3. LDAP and other supported directory integration will be available. Additional consultation fees for setup will be assessed if Member requires assistance from SWWC.
  4. Custom URL/domain, and customized themes that are “branded” to Member are supported in this environment. Additional consultation fees for setup will be assessed if Member requires assistance from SWWC.
  5. Storage capacity of 500 GB is included in the base package of this service. Additional storage utilized above 500 GB will be charged to the Member in accordance with the Service Fees below.
- xxv. **Term.** The term (“the Term”) of this Agreement shall be from the Effective Date until June 30, 2027.
- xxvi. **Services Fees.** Fees for the service are based on a flat fee plus a service fee per student enrolled in Member District. Additional fees will be assessed based on the storage required to host the Member’s Moodle Server.
1. An annual base service fee of \$1,500.00 plus \$1.10 per student will be charged to the Member. The annual service fee will not be pro-rated for agreements beginning after July 1.
  2. For Moodle environments requiring more than 500 GB of storage capacity: an overage fee of \$215.00 per 100 GB increment over 500 GB will be assessed on the annual service fee billing. Overage fees will not be pro-rated.
- p. **SWWC Private Cloud Server Hosting.**
- xxvii. In consideration of services covered by this agreement.
1. The Member hereby agrees to purchase, and SWWC agrees to provide, private cloud server hosting solutions.
  2. The Member must be an active member in the SWWC Wide Area Network Consortium to be eligible to participate in the SWWC Private Cloud Server Hosting.
  3. The Services shall include:
    - A private virtual cloud environment that may be utilized by Members to host servers or other virtualized network appliances, as an extension of the Member’s on-site local area network.
    - An enterprise grade hosting solution is utilized to manage and offer the service as well as the extended services embedded herein.
    - SWWC will assign virtual hardware specifications based on mutually defined and reasonable required resources for the roles of the server(s).
    - SWWC shall provide backup and replication to our secondary data center for all servers hosted in the private cloud environment.



- Upgrades scheduled during normal SWWC operational hours will not incur labor fees. Upgrades scheduled outside of normal SWWC operational hours will be billed at SWWC's regular technology support rates.
  - The Member will deploy the SWWC Wazuh agent on all servers running in the private cloud environment to allow for continuous health and security monitoring by SWWC and Member.
7. SWWC shall make every reasonable effort to ensure private cloud environment uptime and availability including, but not limited to, redundancy of equipment where fiscally responsible, regular backups and replication of environment to backup DR site, battery backups, generator power, resilient network connectivity.
- SWWC cannot make guarantees of uptime or potential loss of data that may occur because of any circumstances.
  - SWWC shall not be held responsible for downtime or data loss should such events occur.
  - SWWC shall not be held responsible for any cybersecurity incidents that should occur on Member servers hosted in the private cloud environment.
  - Member will retain responsibility for the management and maintenance of Member servers hosted in the private cloud environment.
8. Member will name SWWC as an additional insured party on its Cybersecurity Insurance Policy and provide SWWC with a certificate of insurance annually.

xxviii. **Term.** The term ("the Term") of this Agreement shall be from the Effective Date until June 30, 2027.

xxix. **Services Fees.** Fees will be contingent upon the number of servers or virtual appliances hosted in the private cloud environment by Member. Additionally, the resources utilized by each server will result in varying costs.

1. Changes to resource assignments throughout the course of the fiscal year will result in the highest resource assignment during the span of the year being the premise by which the Member shall be charged for the fiscal year.
2. Base Virtual Machine Fee: \$900 / annually / Specifications – 2 CPU cores, 8 GB RAM, 100 GB storage, 1 network card, Base Windows Server Operating System license.
  - Additional 1 TB storage: \$120 / annually (includes backup and replication services for additional 1 TB storage)
  - Addition 4 GB memory: \$180 / annually
  - Additional CPU core: \$180 / annually
  - Other hardware additions will be priced upon request

2. **Agreement.** Being fully informed of each technology service option available to it, the Member desires to subscribe to those technology services indicated at Section 5 of this Addendum. SWWC agrees to provide such services according to the terms of the Membership Agreement and the terms set forth in this Addendum. The Member agrees to remit timely payment for such services as provided herein.
3. In Consideration of all contracted supplemental technology services: Contracted Time purchased for Technology Services is for use within the contracting entity only. Services provided at the Member site, or the location of a Member sponsored event, in which attendees other than those of the Member will be in attendance, shall be billed at the "on-site training fee" for entities with no contract as listed in Section 1a.
4. **Hold Harmless.** SWWC shall hold no liability for any equipment malfunctions, loss of data or data privacy violations that may occur at the Member site. The Member is solely responsible for ensuring that backups, data consistency and retention of data is being performed as well as all other day-to-day operations of the Technology Department of the Member. The Member is responsible for ensuring that all filings, certifications and licensing are met. Loss of funding or fines imposed on the Member are the sole responsibility of the Member and not the responsibility of SWWC. The Member agrees to hold SWWC harmless for any cost, fees or liabilities, including attorneys' fees that SWWC may incur as a result of any service discussed in this Addendum.
5. **Subscription.** Listed below are the General Technology Services fees for your district based upon what was subscribed to in the previous fiscal year.

|  |                            |
|--|----------------------------|
| Basic Technology Services (payable on or before July 30, 2026)               | Included with WAN          |
| Technology Coordinator Services (payable monthly)                            | \$126,530.00               |
| Technology Integration Services (payable monthly)                            | \$0.00                     |
| E-Rate Coordination Services (payable after the Form 470 has been completed) | Included with WAN          |
| Comprehensive Cyber Security Services (payable monthly)                      | \$9,847.00                 |
| Student Data Privacy Program (payable on or before July 30, 2026)            | \$2,245.00                 |
| WAN Consortium Member  | Yes                        |
| Email Security Service (payable on or before June 30, 2027)                  | Yes                        |
| Email Archiving Service (payable on or before June 30, 2027)                 | Level 1 – 3 Year Retention |
| Secured Remote Backup Service (payable on or before June 30, 2027)           | Yes                        |
| Website ADA – Siteimprove (payable on or before July 30, 2026)               | No                         |
| OnDemand IT Cert Training – Stormwind (payable on or before June 30, 2027)   | No                         |
| Moodle Course Hosting Service (payable on or before June 30, 2027)           | No                         |
| Moodle in Your School Service (payable on or before June 30, 2027)           | No                         |
| SWWC Private Cloud Server Hosting (payable on or before June 30, 2027)       | No                         |

6. **Payment.** SWWC shall invoice the Member for all charges incurred pursuant to this Addendum as such charges accrue. The Member agrees to pay all amounts due SWWC pursuant to this Addendum within forty-five (45) days of receipt of an invoice from SWWC. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
7. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM E  
TO MEMBERSHIP AGREEMENT  
SPECIAL EDUCATION SERVICES  
2026-27

**Pipestone Area School District**

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. **Subscription.** The Member hereby subscribes to SWWC’s Special Education Services (the “Services”), specifically subscribing to those Services indicated at Section 12 below. As noted at Section 12, the Services are classified as either “Direct Services” or “Administrative Services”. As used herein, the phrase “Administrative Services” shall include Special Education Director, and Due Process Specialist services. The Member hereby agrees and acknowledges that the timelines governing its ability to withdraw from such Services depends upon this classification.
2. **Term.** SWWC shall provide the Services to the Member from July 1 through June 30 during the Initial Term (as defined below) and shall continue to provide such services from July 1 through June 30 during each Extended Term (as defined below) in which this Addendum is in effect.
3. **Administrative Services: Automatic Renewal; Timeline for Withdrawal.** Notwithstanding any provisions in the Membership Agreement to the contrary, the parties’ obligations regarding the Member’s subscription to Administrative Services shall commence on the Effective Date set forth in the Membership Agreement and shall continue for a period of twenty-four (24) months (the “Administrative Services Initial Term”). The provisions of this Addendum shall thereafter automatically and continuously renew from year to year (each, an “Extended Term”) unless the Member provides SWWC with a minimum of twelve (12) months’ notice of the Member’s intent to discontinue its subscription to the Administrative Services by delivering to SWWC a written notice of such intent (referred to as “Notice of Intent to Withdraw from Administrative Services”) to SWWC on or before June 30 (the “Administrative Services Withdrawal Deadline”). If such Notice of Intent to Withdraw from Administrative Services is timely executed and delivered to SWWC, such Notice will be effective as of June 30 of the following fiscal year. If not timely delivered, the Member agrees and acknowledges that it shall be obligated to pay all fees for previously subscribed-to Administrative Services for the next Extended Term.
4. **Direct Services: Automatic Renewal; Timeline for Withdrawal.** Notwithstanding any provision in the Membership Agreement or this Addendum to the contrary, the parties’ obligations regarding the Member’s subscription to Direct Services shall commence on the Effective Date set forth in the Membership Agreement and shall continue for a period of twelve (12) months (the “Direct Services Initial Term”). The provision of this Addendum shall thereafter automatically and continuously renew from year to year (each, an “Extended Term”) unless the Member provides SWWC with written notice of its intent to discontinue its subscription to any Direct Service (referred to as “Notice of Withdrawal from Direct Service”) on or before March 1 (the “Direct Service Withdrawal Deadline”). If such Notice of Withdrawal from Direct Service is timely executed and delivered to SWWC, such Notice will be effective as of June 30 of the fiscal year in which it was delivered. If not timely delivered, the Member agrees and acknowledges that it shall be obligated to pay all fees for previously subscribed-to Direct Services for the next Extended Term.
5. **Payment.** In exchange for SWWC’s agreement to provide the subscribed-for services, the Member acknowledges and agrees that it shall be responsible for the TOTAL ADDENDUM PRICE set forth at Page 2 to this Addendum. SWWC shall estimate such usage for Direct Services for the Member at the beginning of the term. Actual usage shall then be reconciled by SWWC at the final payment at the end of the term. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in four installments, one of each which is due on or before August 15, November 15, February 15, and July 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
6. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.
7. SWWC agrees to provide all necessary personnel (contingent upon availability), materials, or equipment required to fulfill its obligations under this Addendum without causing the Member to incur costs or charges in excess of the TOTAL ADDENDUM PRICE set forth below; however, if a personnel’s time is not fully utilized Members will share such unused cost proportionally based on overall usage. Specialized equipment for student use is not included. SWWC further agrees to pay all transportation expenses for required service personnel without additional cost or charge to the Member.
8. Required SWWC service personnel who are funded at the lower “Single District Rate” level shall be entitled to receive all of the rights and benefits of personnel who are funded at the “Full Service Rate”.
9. The dates and times for the furnishing of the services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.

10. SWWC will exercise its best efforts to provide to the Member the services of those professionals specifically contracted for. However, the Member recognizes that the availability of required SWWC personnel may change.
11. All performance reviews of required service personnel shall be conducted by a SWWC special education administrator and shall be in accordance with the policies and procedures established by SWWC.
12. **Services.** The Member hereby agrees to subscribe to those services indicated below:

| <b><u>Direct Services:</u></b> includes office/prep time | <b><u>TOTAL ESTIMATED PRICE</u></b> |
|--|-------------------------------------|
| School Psychologist Services                             | \$99,750.00                         |
| Speech/Language Pathologist Services                     | \$304,725.00                        |
| Teacher of the Visually Impaired Services                | \$0.00                              |
| ECSE Teacher Services                                    | \$246,000.00                        |
| DAPE Teacher   | \$0.00                              |
| Teacher of the Deaf/Hard of Hearing                      | \$36,450.00                         |
| Occupational Therapy Services                            | \$117,370.00                        |
| Orientation and Mobility                                 | \$0.00                              |
| Physical Therapy Services                                | \$0.00                              |
| <b><u>Administrative Services:</u></b>                   |                                     |
| Regional ECSE Coordination Services                      | \$3,561.00                          |
| Special Education Cooperative Membership Fee             | \$32,836.00                         |
| Shared Special Education Administrative Services         | \$66,408.00                         |
| Single District Special Education Administrator          | \$0.00                              |
| Supervision Fee for Direct Services                      | \$0.00                              |
| <b><u>TOTAL ADDENDUM PRICE</u></b>                       | <b><u>\$907,100.00</u></b>          |

SWWC MEMBER

SWWC SERVICE COOPERATIVE

BY: \_\_\_\_\_  
Authorized Signature

BY: \_\_\_\_\_  
Authorized Signature

ADDENDUM F  
TO MEMBERSHIP AGREEMENT  
**BEHAVIORAL HEALTH SERVICES**  
2026-27

**Pipestone Area School District**

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. **Subscription.** The Member has chosen to subscribe to SWWC’s Behavioral Health Services (the “Services”). The Services may include Behavior Analytic Services and Mental Health Services.
2. **Term.** SWWC shall provide the Services to the Member from August 15 through June 15 during the Initial Term (as defined below) and shall continue to provide such services from August 15 through June 15 during each Extended Term (as defined below) in which this Addendum is in effect.
3. **Automatic Renewal; Timeline for Withdrawal.** Notwithstanding any provision in the Membership Agreement or this Addendum to the contrary, the parties’ obligations regarding the Member’s subscription to Services shall commence on the Effective Date set forth in the Membership Agreement and shall continue for a period of twelve (12) months (the “Services Initial Term”). The provision of this Addendum shall thereafter automatically and continuously renew from year to year (each, an “Extended Term”) unless the Member provides SWWC with written notice of its intent to discontinue its subscription to any Services (referred to as “Notice of Withdrawal from Direct Service”) on or before March 1 (the “Direct Service Withdrawal Deadline”). If such Notice of Withdrawal from Service is timely executed and delivered to SWWC, such Notice will be effective as of June 30 of the fiscal year in which it was delivered. If not timely delivered, the Member agrees and acknowledges that it shall be obligated to pay all fees for previously subscribed-to Services for the next Extended Term.
4. **Payment.** In exchange for SWWC’s agreement to provide the Services, the Member acknowledges and agrees that it shall remit payment for the “TOTAL ADDENDUM PRICE” set forth below. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in four equal installments, one of each which is due on or before August 15, November 15, February 15, and July 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
5. SWWC agrees to provide all necessary personnel (contingent upon availability), materials, or equipment required to fulfill its obligations under this Addendum without causing the Member to incur costs or charges in excess of the TOTAL ADDENDUM PRICE set forth below. Specialized equipment for student use is not included. SWWC further agrees to pay all transportation expenses for required service personnel without additional cost or charge to the Member.
6. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.
7. The dates and times for the furnishing of the services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.
8. SWWC will exercise its best efforts to provide to the Member the services of those professionals specifically contracted for. However, the Member recognizes that the availability of required SWWC personnel may change.
9. All performance reviews of required service personnel shall be conducted by a SWWC administrator and shall be in accordance with the policies and procedures established by SWWC.
10. **Services.** The Member hereby agrees to subscribe to those services indicated below:

| SERVICES                    | PACKAGE    | TOTAL PRICE        |
|-----------------------------|------------|--------------------|
| Behavior Analytic Services  | Package D  | \$26,500.00        |
| Mental Health Services      | N/A        | \$0.00             |
| School Nurse Services       | N/A        | \$0.00             |
| <b>TOTAL ADDENDUM PRICE</b> | <b>190</b> | <b>\$26,500.00</b> |

ADDENDUM G  
TO MEMBERSHIP AGREEMENT  
**CURRICULUM AND INSTRUCTION COORDINATION SERVICES**  
2026-27

**Pipestone Area School District**

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. The Member has chosen to subscribe to Curriculum and Instruction Coordination Services (the “Services”). The services to be provided by SWWC is determined by district priorities and may include Read Act implementation, District Assessment Coordinator, Professional Development, Achievement & Integration plan, Literacy Plan, World’s Best Workforce, standards alignment, curriculum adoption, etc. SWWC provides training/access to shared resources to support teaching and learning growth.
2. **Term.** SWWC shall provide the Services to the Member from July 1 through June 30 during the Initial Term of the Membership Agreement and shall continue to provide such services from July 1 through June 30 during each Extended Term of the Membership Agreement until such time as the Member provides SWWC with written notice of its intent to withdraw from or reduce such Services pursuant to the terms of the Membership Agreement.
3. **Payment.** In exchange for SWWC’s agreement to provide the subscribed-for services, the Member acknowledges and agrees that it shall remit payment for the “TOTAL ADDENDUM PRICE” set forth below. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in three equal installments, one of each which is due on or before August 15, October 15, and February 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
4. SWWC agrees to provide all necessary personnel (contingent upon availability), materials, or equipment required to fulfill its obligations under this Addendum without causing the Member to incur costs or charges in excess of the TOTAL ADDENDUM PRICE set forth below. SWWC further agrees to pay all transportation expenses for required service personnel without additional cost or charge to the Member.
5. The dates and times for the furnishing of the services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.
6. In consideration for such services, the Member agrees to pay to SWWC the package cost as calculated below:

TOTAL ADDENDUM PRICE                      **\$0.00**

7. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM H  
TO MEMBERSHIP AGREEMENT  
**SHARED CURRICULUM AND INSTRUCTION COORDINATION SERVICES**  
2026-27

**Pipestone Area School District**

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

8. The Member has chosen to subscribe to Shared Curriculum and Instruction Coordination Services (the “Services”). The services to be provided by SWWC may include:

Data Mining and/or Data Retreat  
Coordination of Standards Alignment

- Unpacking Standards
- Creating Learning Targets
- Prioritizing Standards
- Creating Common Assessments
- Selecting Appropriate Instructional Strategies

Professional Development

- Coordination/Facilitation of workshops/early release
- Professional Learning Community Implementation
- Support Leadership Teams
- Curriculum Coordination
- Coordination of Standards-Based Curriculum Selection and Implementation

9. **Term.** SWWC shall provide the Services to the Member from July 1 through June 30 during the Initial Term of the Membership Agreement and shall continue to provide such services from July 1 through June 30 during each Extended Term of the Membership Agreement until such time as the Member provides SWWC with written notice of its intent to withdraw from or reduce such Services pursuant to the terms of the Membership Agreement.
10. **Payment.** In exchange for SWWC’s agreement to provide the subscribed-for services, the Member acknowledges and agrees that it shall remit payment for the “TOTAL ADDENDUM PRICE” set forth below. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in three equal installments, one of each which is due on or before August 15, October 15, and February 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
11. SWWC agrees to provide all necessary personnel (contingent upon availability), materials, or equipment required to fulfill its obligations under this Addendum without additional cost or charge to the Member. SWWC further agrees to pay all transportation expenses for required service personnel without additional cost or charge to the Member.
12. The dates and times for the furnishing of the services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.
13. In consideration for such services, the Member agrees to pay to SWWC the package cost as calculated below:

TOTAL ADDENDUM PRICE

**\$0.00**

14. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM I  
TO MEMBERSHIP AGREEMENT  
**LITERACY LEAD SPECIALIST SERVICES**  
2026-27

**Pipestone Area School District**

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. The Member has chosen to subscribe to Literacy Lead Specialist Services (the “Services”). The services to be provided by SWWC may include literacy support, training/coaching on READ Act requirements, and Local Literacy Plan Development.
2. **Term.** SWWC shall provide the Services to the Member from July 1 through June 30 during the Initial Term of the Membership Agreement and shall continue to provide such services from July 1 through June 30 during each Extended Term of the Membership Agreement until such time as the Member provides SWWC with written notice of its intent to withdraw from or reduce such Services pursuant to the terms of the Membership Agreement.
3. **Payment.** In exchange for SWWC’s agreement to provide the subscribed-for services, the Member acknowledges and agrees that it shall remit payment for the “TOTAL ADDENDUM PRICE” set forth below. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in three equal installments, one of each which is due on or before August 15, October 15, and February 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
15. SWWC agrees to provide all necessary personnel (contingent upon availability), materials, or equipment required to fulfill its obligations under this Addendum without additional cost or charge to the Member. SWWC further agrees to pay all transportation expenses for required service personnel without additional cost or charge to the Member.
4. The dates and times for the furnishing of the services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.
5. In consideration for such services, the Member agrees to pay to SWWC the package cost as calculated below:

TOTAL ADDENDUM PRICE **\$0.00**

6. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM J  
TO MEMBERSHIP AGREEMENT  
**TEACHING AND LEARNING SUPPLEMENTAL CUSTOMIZED SERVICES**  
2026-27

**Pipestone Area School District**

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. The Member has chosen to subscribe to Teaching and Learning Customized Services (the “Services”). The Services may include the following: math and reading intervention & data support, guided reading support, standards alignment, standards-based grading, curriculum and assessments, PLC work, or best practices in instruction.
  - a. Package A (30 hours) \$6,500 + mileage, Package B (60 hours) \$10,900 + mileage, Package C (120 hours) \$19,500 + mileage, Package D (180 hours) \$27,900 + mileage

**Term.** SWWC shall provide the Services to the Member from July 1 through June 30 during the Initial Term of the Membership Agreement and shall continue to provide such services from July 1 through June 30 during each Extended Term of the Membership Agreement until such time as the Member provides SWWC with written notice of its intent to withdraw from or reduce such Services pursuant to the terms of the Membership Agreement.

2. **Payment.** In exchange for SWWC’s agreement to provide the Services, the Member acknowledges and agrees that it shall remit payment for the “TOTAL ADDENDUM PRICE” set forth below. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in three equal installments, one of each which is due on or before August 15, October 15, and February 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
3. SWWC agrees to provide all necessary personnel (contingent upon availability), materials, or equipment required to fulfill its obligations under this Addendum without causing the Member to incur costs or charges in excess of the TOTAL ADDENDUM PRICE set forth below. The Member agrees to pay all transportation expenses for required service personnel in addition to the TOTAL ADDENDUM PRICE set forth below, which will be invoiced to the Member at the conclusion of the term of the membership agreement.
4. The dates and times for the furnishing of the Services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.
5. In consideration for such services, the Member agrees to pay to SWWC the TOTAL ADDENDUM PRICE as set forth below:

TOTAL ADDENDUM PRICE                      **\$0.00**

6. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM K  
TO MEMBERSHIP AGREEMENT  
STARRS ONLINE ACADEMY  
2026-27

**Pipestone Area School District**

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. The Member has chosen to subscribe to STARRS Online Academy Services (the “Services”). The Services may include the following: Access to supplemental online learning school. Students enrolled in the STARRS Online Academy will have access to a variety of content courses and elective offerings.
2. **Term.** SWWC shall provide the Services to the Member from July 1 through June 30 during the Initial Term of the Membership Agreement and shall continue to provide such services from July 1 through June 30 during each Extended Term of the Membership Agreement until such time as the Member provides SWWC with written notice of its intent to withdraw from or reduce such Services pursuant to the terms of the Membership Agreement.
3. **Payment.** In exchange for SWWC’s agreement to provide the Services, the Member acknowledges and agrees that it shall remit payment at the “PER CREDIT RATE” set forth below. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in four installments, one of each which is due on or before October 15, December 15, March 15, and July 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
4. SWWC agrees to provide all necessary personnel (contingent upon availability) and instructional materials required to fulfill its obligations under this Addendum without causing the Member to incur costs or charges in excess of the PER CREDIT RATE set forth below. Districts must provide the student access to a laptop, desktop or chrome book and ensure the student has access to high-speed internet. The Member agrees to pay all transportation expenses for required service personnel in addition to the TOTAL ADDENDUM PRICE set forth below, which will be invoiced to the Member at the conclusion of the term of the membership agreement.
5. The dates and times for the furnishing of the Services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.
6. In consideration for such services, the Member agrees to pay to SWWC the PER CREDIT RATE as set forth below. A minimum of twelve credits are required to enroll in the Services.

PER CREDIT RATE                      **\$650.00**

7. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.