

Regular Meeting

Monday, March 17, 2025 6:00 PM

Board Room 209, 205 2nd Street South, Long Prairie, Minnesota 56347

A. **Call to Order and Pledge of Allegiance**

B. **Roll Call**

C. **Adoption of the Agenda**

D. **Consent Agenda**

D.1. Minutes

D.2. Bills

D.2.a. Regular Bills

D.2.b. Funds Transfers

D.2.c. Revolving Fund

D.2.d. P-Card Statement

D.3. Financial Report

D.4. Personnel

D.5. Designate 170 student lockers as surplus
equipment for resale or disposal

E. **Reports, Correspondence and Guests**

E.1. Student Representatives

E.2. Guests

E.3. Program Reports

E.3.a. Activities Report

E.3.b. Community Education

E.3.c. Technology

E.4. Principals

E.5. Board

E.6. Superintendent

E.6.a. Enrollment Report

F. **Board Highlight**

G. **Unfinished Business**

H. **New Business**

H.1. Donations

H.2. Approve revised 2024-2025 School Year Calendar

H.3. Award quote for Harmony Park resurfacing project

H.4. Award quote for Elementary Cooler Door replacement

H.5. Review, Revise and Adopt Policy Series 400 (401-415)

H.6. Approved revised Fiscal 2025 School District Budget

I. **Adjourn**

Board Agenda Information Monday, March 17th, 2025

Item C. Adoption of the Agenda -

Item D. Consent Agenda - See the Consent Agenda Information sheet.

In Item D.4. The Administration is recommending the hires of Amelia Hudalla (paraprofessional) and Callie Schleicher (JV Softball). We are also pleased to recommend the hiring of David Geisenhof in the role of the Lead Custodian at the Elementary. We also thank Wilfredo Yomar Morales who is resigning as a paraprofessional. We extend our thanks for the work Wilfredo did for our kids.

In Item D.5. Administration is asking the Board to designate approximately 170 student lockers as surplus equipment for resale or disposal. These lockers came from the Elementary.

Item H: New Business - Item H.1. calls for the Board to recognize the various donations the District receives over the course of the month. As the Board can see from the enclosure in the Board packet (book), the District received \$ 5,019.37 in donations to support in large part the Post Prom and the WEB Crew Fishing event this Spring. We thank those listed in the donation resolution for their ongoing support of the District and our students.

Item H.2. As you can see from this agenda item, the Administration is bringing forward a recommendation to amend this current 2024-2025 school year calendar due in pertinent part to the recently revealed work schedule for the HVAC project at the High School which starts immediately after school dismisses for the summer break. These are some of the key points to the recommended amendments to this year's calendar.

- Change May 23, 2025 from a Staff Development Day to a Student Contact Day. This would be the final day for students for the 2024-2025 school year.
- The Staff Development Day that was originally scheduled for May 23rd included an onsite presenter. That day has been moved (along with the presenter) to May 27th.
- May 27th, 28th, 29th, and 30th would be Teacher Work Days or Staff Development Days. As indicated in the previous bullet, May 27th would be the day for the presenter (READ Act training). One of the days would be used for teacher check out and room clean out where needed particularly at the high school. Administratively, we are holding discussions regarding how the remaining two days would be utilized.

Item H.3. is the awarding of the quote to resurface the Harmony Park parking lot. We received two quotes for the project, one from Knife River Construction from Sauk Rapids, MN in the amount of \$74,900 and the other from Ideal Construction out of Staples, MN in the amount of \$67,500. **The Buildings and Grounds Committee recommends awarding the project to Ideal Construction in the amount of \$67,500. This will be paid for with remaining Abatement (\$69,000) that are currently held with PFM which is a subsidiary of Ehlers Associates.**

Item H.4. is another quote for a project identified during our walk through's earlier this year where the Cooler door in the Elementary kitchen was observed to have seen its better days. We received three quotes which are included in the board packet. Nathe Refrigeration (Carlos, MN)

is the low quote at \$3,875. This is a project that would be completed at the end of the current school year. None of the (three) quotes included any electrical nor any reconstruction that might be needed once they start the replacement process. That would mean then, an increase to the quote which was consistent amongst all three vendors who submitted quotes. This would be paid for out of Food Service (Fund 02) reserves. **The Buildings and Grounds Committee brings a “do pass” recommendation to the full Board for the approval of Nathe Refrigeration to replace the Cooler door in the Elementary kitchen.**

Item H.5. In the Board’s continuing efforts to review and update policies, Policy Series 400 is brought for the Board’s attention. Because Policy Series is so large, we are bringing only a portion of it, for the Board’s review. As such, policies 400 through 415 are brought for the Board’s review. **Administration recommends reviewal, revision, and adoption of Board Policy Series 400 through 415.**

Item H.6. Typically, the District looks to revise the current year budget in and around March of each year as enrollment numbers solidify, and we’re also able to get a better idea of staffing (as compared to June when the preliminary budget is approved). Administration is bringing to you a revised budget which is included in the Board book (packet) for your review. From a total District budget (all funds) perspective, we are significantly impacted by the various projects that are taking place in the District both from a revenue and expenditure perspective. Remember that a budget is a guide for expenses and revenues within a 12 month period of time, so that too, creates a different picture of the district’s funds. With this revision, the Administration is predicting that the General Fund (01) and Community Education (04) funds will need to access District reserves to balance at year end. The Food Service Fund (02) looks to have a positive year (revenues over expenditures) as the year ends on June 30th, 2025. **Administration recommends approval of the revised 2025 school district budget.**

Item I: Adjournment

Consent Agenda Notes 3-17-2025

D.1 – D.3 – see attachments

D.4 –Personnel –

- a. Hires – Amelia Hudalla (Paraprofessional, Lane 4, Step 1), Dave Geisenhof (Lane B, Step 1, Maintenance - Lead Day Custodian)
- b. Coaching – Callie Schleicher (JV Softball Coach)
- c. Resignations – Wilfredo Yomar Morales (Paraprofessional)

D.5 – Designate 170 student lockers as surplus equipment for resale or disposal

School Board Minutes
Regular Meeting
Monday, February 24, 2025

The Meeting of the Board of Education was called to order by Chairman Gohman at 6:00 pm, Monday, February 24, 2025 in the District Board Room 209. Board members present: Gohman, Hollenkamp, Levin, Wright, Zahnow and Zastrow. Member Wolf was excused. Other members present were: Superintendent Froke, Barton Rud, Tammy Cebulla, Kelsey Paurus, Sherri Evenson, Brad Evenson, Beth Gustafson, Jody Bebault, Jim Kreemer, Renee Kreemer, Jen Olson, Ashley Pesta, Meghan Peterson, Audrey Morrill, Art Rowan, Jodie Zesbaugh, Kyle Lamb, Kari Lamb, Carissa Bitz, Chuck Speer, Gabriel Perez, Miozoti Nieves, Abby Becker, Jennifer Earley, Jenny Thelen and Mitchell Ganske.

The Pledge of Allegiance was recited by all present.

It was moved by Zahnow and seconded by Hollenkamp to adopt the agenda with the addition of H7 a closed session for the board to have discussion with their attorney. Motion unanimously carried.

It was moved by Levin and seconded by Hollenkamp to approve the following Consent Agenda:

CA-1. Regular meeting minutes January 27, 2025

CA-2. Bills

CA-2a. Prewrite checks numbered to and including 22750-22827=\$171,738.51

Checks numbered to and including 22828-22911=\$265,993.51

CA-2b. Fund Transfers:

Date	Pmt Type	Vendor	Amount
1/15/2025	WX	PUBLIC EMPLOYEES RETIREMT ASSN	37320.86
1/15/2025	WX	COMMISSIONER OF REVENUE	30709.05
1/15/2025	WX	TEACHERS RETIREMENT ACCOUNT	84076.07
1/15/2025	WX	ELECTRONIC FED TAX PAY SYSTEM	169345.39
1/15/2025	WX	MINNESOTA CHILD SUPPORT	43.2
1/15/2025	WX	AVIBEN	7979
1/15/2025	WX	AVIBEN	2227.46
1/15/2025	WX	AVIBEN	2267.5
1/15/2025	WX	AVIBEN	15.4
1/15/2025	WX	AVIBEN	2850.04
1/15/2025	WX	AVIBEN	150
1/15/2025	WX	AVIBEN	5653.78
1/15/2025	WX	AVIBEN	4281.72
1/15/2025	WX	AVIBEN	166.67
1/15/2025	WX	AVIBEN	420.01
1/15/2025	WX	AVIBEN	425
1/15/2025	WX	AVIBEN	333.34
1/15/2025	WX	AVIBEN	3217.03
1/15/2025	WX	AVIBEN	166.67
1/16/2025	WX	BLUE CROSS BLUE SHIELD OF	117793

MINNESOTA

1/22/2025	WX	EYE MED VISION CARE, LLC	339.08
1/24/2025	WX	DELTA DENTAL OF MN	4087.19
1/31/2025	WX	AMERICAN HERITAGE NATL BANK	9
1/31/2025	WX	AMERICAN HERITAGE NATL BANK	20
1/31/2025	WX	REVTRAK INC	341.82
1/31/2025	WX	EMPOWER	50
1/31/2025	WX	EMPOWER	550
1/28/2025	WX	BMO	6002.97
1/31/2025	WX	MINNESOTA NATIONAL BANK	30
1/28/2025	WX	EHLERS & ASSOCIATES INC	29673.8
1/28/2025	WX	EHLERS & ASSOCIATES INC	941381.67
1/28/2025	WX	EHLERS & ASSOCIATES INC	259125

CA-2c. Revolving checks numbered to and including – None

CA-2d. P-Card Statement.

CA-3. Financial Report

CA-4 Personnel

A. New Hires - None

The following appointments are made contingent upon adequate enrollment/participation in the program. The board retains broad discretion to discontinue programs, without notice if enrollment/participation is not adequate.

- 1) Joe Gaida - Varsity Softball
- 2) Shelbi Bisbee 9th Grade Softball
- 3) Andy Engelhardt - JH Softball
- 4) Diana Hegseth - JH Softball
- 5) Paul Urman - Varsity Baseball
- 6) Noah Urman - JV Baseball
- 7) Dave Blanchard - 9th Grade Baseball
- 8) Mitch Johnson - JH Baseball
- 9) Andy Otremba - Varsity Girls Track
- 10) Jonathan Young - Varsity Boys Track
- 11) Kim Crosby - Assistant Track
- 12) Brooke Ostendorf - Assistant Track
- 13) Jose Jimenez - Assistant Track
- 14) Nate Hibbs - Volunteer Track
- 15) Mikayla Jasmer - Volunteer Track
- 16) Tim Otremba - Volunteer Track
- 17) Kayla Mathews - Volunteer Track
- 18) Charlie Stier - Varsity Golf
- 19) Cooper Goerd - JH Golf

B. Accept the following resignations:

- 1) Steve Rist - JV Softball Coach

CA-5 Approve Overload Assignment for Emma Johnson

CA-6 Approve Governance Agreement with Todd County Children's Collaborative

CA-7 Approve Cooperative Sponsorship with Upsala in Girls Tennis

Motion unanimously carried.

Guest Speaker Jodie Zesbaugh from Ehlers talked about the Financing and Bond Issuance for the Track and Turf Project. Motion by Zastrow and seconded by Levin to accept the resolution stating the intention of the School District to issue certificates.

**EXTRACT OF MINUTES OF MEETING
OF THE SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 2753
(LONG PRAIRIE-GREY EAGLE PUBLIC SCHOOLS)
TODD, MORRISON, AND STEARNS COUNTIES, MINNESOTA**

Pursuant to due call and notice thereof a regular meeting of the School Board of Independent School District No. 2753 (Long Prairie-Grey Eagle Public Schools), Todd, Morrison, and Stearns Counties, Minnesota, was held in the School District on February 24, 2025, at 6:00 o'clock p.m. The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION STATING THE INTENTION OF THE SCHOOL
DISTRICT TO ISSUE CERTIFICATES OF PARTICIPATION,
SERIES 2025A, IN THE MAXIMUM AGGREGATE PRINCIPAL
AMOUNT OF APPROXIMATELY \$1,175,000; AND TAKING
OTHER ACTIONS WITH RESPECT THERETO**

BE IT RESOLVED by the School Board (the "Board") of Independent School District No. 2753 (Long Prairie-Grey Eagle Public Schools), Todd, Morrison, and Stearns Counties, Minnesota (the "District"), as follows:

1. Findings; Authorizations; Determinations.

(a) The District is authorized by Minnesota Statutes, Section 465.71, as amended (the "Act") and Minnesota Statutes, Section 126C.40, as amended ("Section 126C.40") to enter into lease-purchase agreements for the lease of real and personal property with an option to Purchase.

(b) The District has determined to finance construction of an artificial turf athletic field (the "Project") on property located in the District (the "Site").

(c) The District hereby deems it necessary and advisable to provide for the issuance of Certificates of Participation, Series 2025A (the "Certificates"), in the principal amount not to exceed approximately \$1,175,000, to finance the costs of the Project (the "Certificate-Financed Project").

(d) The District intends to enter into an Indenture of Trust (the "Indenture") with a corporate trustee to be selected by the District (the "Trustee"), pursuant to which the Certificates will be issued. The District also intends to enter into a Ground Lease (the "Ground Lease") with the Trustee, as lessee, pursuant to which the Trustee will acquire from the District a leasehold interest in the Site on which the Certificate-Financed Project is located. Furthermore, the District intends to enter into a Lease-Purchase Agreement (the "Lease-Purchase Agreement") with the Trustee, as lessor, pursuant to which the Trustee will lease the Site and the Certificate-Financed Project (collectively, the "Leased Property") to the District, and the District will make lease

payments (the "Lease Payments") to the Trustee, subject to the District's right to non-appropriation under the terms of the Lease-Purchase Agreement. Subject to the requirements of Section 126C.40, the Board authorizes the use of its lease levy authority for the purpose of making all or a portion of the Lease Payments.

2. The Act. The District covenants to comply with all procedures now or hereafter established by the Minnesota Department of Education pursuant to the Act and Section 126C.40 and to take all actions required under the terms of the Act and Section 126C.40 for the issuance, sale, delivery, and payment and prepayment of the Certificates in accordance with their terms and the terms of the Indenture, the Ground Lease, the Lease-Purchase Agreement, and related documents.

3. Authority of Municipal Advisor. Ehlers and Associates, Inc., the District's independent municipal advisor (the "Municipal Advisor"), is authorized and directed to take all actions that are necessary or appropriate to assist the District in the issuance, sale, and delivery of the Certificates and in connection with any continuing disclosure obligations that may be imposed on the District in connection with the Certificates. The officers, employees, and agents of the District are hereby authorized to assist the Municipal Advisor in all actions that are necessary or appropriate in connection with the issuance, sale, and delivery of the Certificates and any related matters.

4. Procedure for Review of Proposals and Selection of Purchaser. The Board hereby authorizes and directs the Interim Superintendent or Business Manager and any Board member (the "Authorized Officials"), with the advice of the Municipal Advisor, to review proposals for the purchase of the Certificates and award the sale of the Certificates to the prospective purchaser (the "Purchaser") based on the recommendation of the Municipal Advisor and the following parameter: the true interest cost shall not exceed five percent (5.00%).

5. Acceptance of Proposal. The Board will meet at a regular or special meeting, on the first practicable date after acceptance by the Authorized Officials of the proposal of the Purchaser, to ratify such acceptance and take any other appropriate action with respect to the Certificates.

6. Authority of Bond Counsel. The law firm of Kennedy & Graven, Chartered ("Bond Counsel") is authorized to act as bond counsel for the District and to assist in the preparation and review of necessary documents, certificates, and instruments relating to the Certificates. The officers, employees, and agents of the District are hereby authorized to assist Bond Counsel in the preparation of such documents, certificates, and instruments.

7. Limited Obligations. The Certificates shall be special, limited obligations payable solely from annual appropriations of the District made to pay the Lease Payments, in the manner provided in the Lease-Purchase Agreement, and amounts held by the Trustee under the terms of the Indenture. The obligations of the Lease-Purchase Agreement and the Certificates shall not constitute a general or moral obligation, or a pledge of the full faith and credit or any taxing power of the District, the State of Minnesota, or any political subdivision thereof. The Lease-Purchase Agreement shall not constitute a charge, lien, or encumbrance, legal or equitable, upon any property of the District except its interest in the Lease-Purchase Agreement and the Leased Property.

8. Non-Appropriation. The Lease-Purchase Agreement shall provide that the District may elect in any fiscal year to not appropriate funds for the next fiscal year to make the Lease Payments required under the terms of the Lease-Purchase Agreement. The obligations of the District under the Lease-Purchase Agreement shall not be payable from nor charged upon any funds of the District other than the funds appropriated annually to the payment thereof. In the event of a non-appropriation of Lease Payments by the District in any fiscal year, the District shall lose the right to operate and occupy the Leased Property for the remaining term of the Lease-Purchase Agreement and the Certificates.

9. Representations, Warranties, and Covenants. In the resolution awarding the sale of the Certificates, the District shall approve such agreements, instruments, and other documents as are necessary or appropriate to the issuance of the Certificates and provide for such representations, warranties, and covenants as are required by the terms of the Act, as are agreed to by the District and the Trustee, and as the District deems necessary or appropriate in connection with the issuance, sale, and delivery of the Certificates.

10. Reimbursement from Bond Proceeds. The District may incur certain expenditures that may be financed temporarily from sources other than the Certificates and reimbursed from the proceeds of the Certificates. Treasury Regulation § 1.150-2 (the "Reimbursement Regulations") provides that proceeds of tax-exempt bonds allocated to reimburse expenditures originally paid from a source other than the tax-exempt bonds will not be deemed expended unless certain requirements are met. In order to preserve its ability to reimburse certain costs from proceeds of the Certificates in accordance with the Reimbursement Regulations, the District hereby makes its declaration of official intent (the "Declaration") described below to reimburse certain costs:

(a) Declaration of Intent. The District proposes to issue the Certificates to finance the costs of the Certificate-Financed Project. The District may reimburse original expenditures made for certain costs of the Certificate-Financed Project from the proceeds of the Certificates in an estimated maximum principal amount of \$1,175,000. All reimbursed expenditures will be capital expenditures, costs of issuance of the Certificates, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

(b) Declaration Made Not Later Than 60 Days. This Declaration has been made not later than sixty (60) days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of the Certificates, except for the following expenditures: (a) costs of issuance of the Certificates; (b) costs in an amount not in excess of \$100,000 or five percent (5%) of the proceeds of the Certificates; or (c) "preliminary expenditures" up to an amount not in excess of twenty (20) percent of the aggregate issue price of the Certificates that finance or are reasonably expected by the District to finance the Certificate-Financed Project for which the preliminary expenditures were incurred. The term "preliminary expenditures" includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction, or rehabilitation of the Certificate-Financed Project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

(c) Reasonable Expectations; Official Intent. This Declaration is an expression of the reasonable expectations of the District based on the facts and circumstances known to the District as of the date hereof. The anticipated original expenditures for the Certificate-Financed Project and the principal amount of the Certificates described in Section 10(a), above, are consistent with the District's budgetary and financial circumstances. No sources other than proceeds of the Certificates to be issued by the District are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the District's budget or financial policies to pay such original expenditures. This resolution is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____, and upon vote being taken thereon, the following members voted in favor of the motion:

and the following voted against:

whereupon the resolution was declared duly passed and adopted.

Guest Speaker Jody Bebault spoke to the board on bullying.

Guest Speaker Miozoti Nieves spoke to the board on the Superintendent issues.

Guest Speaker Chuck Speer and Kyle Lamb spoke to the board about the band trip to Florida and that they are going to postpone that until next year to allow for the proper fundraising. They also presented to the board to take the Seniors on a little trip as they have raised enough money and deserve to be able to be rewarded for their hard work.

Mr. Evenson's report touched on a few different things going on, the Community Ed Winter/Spring sessions are in full swing. The summer brochure is being put together. The 21st Century Team wanted to highlight the LPGE Reading Club with Jen Olson as the teacher. Members of the team will be attending the M3 Huddle meeting and reporting information at the Stakeholders meeting.

Kelsey Paurus reported that the MSHSL will be reclassifying all activities in the upcoming week or so. LPGE has requested to be Class 1A for the next two years. She also touched on a football coaches clinic season pass that the school was awarded to train football coaches.

Mr. Ganske updated the board on the computers and equipment that was approved at the last meeting. This has started to arrive and they are working on getting that stuff up and running. The secondary also got the new 100 inch TV installed in the commons area. Mr. Ganske is also finishing up the Erate for FY25

Tammy Cebulla and Barton Rud reported that Snow Daze was a big hit with all the great activities going well. A huge "Thank You" to all who donated to this great event. The elementary school enjoyed inflatables that were a big hit as well, especially with the frigid weather outside, it was great to be able to stay inside and burn off energy. Friday will be "Donuts and Books" for the elementary, always a very well attended event.

Superintendent Froke gave the enrollment report which was up 5 students from December and from last year at this time. Superintendent Froke also stated that we served just under 4300 meals more than this time last year. A legislative update was also given.

Board Highlight – Member Gohman attended the Officers Training for the Board Chair and member Hollenkamp attended the Officers Training for Clerks. Both training sessions were very informative. The board also gave a shout out to the hockey team for their great season and the individual wrestlers who made it to State. A big shout out was also given to the bus drivers in honor of National Bus Drivers Week, for keeping our kids safe.

Motion by Levin and seconded by Zastrow to adopt the school cell phone policy with the recommendation from Superintendent Froke to incorporate Policy 524.5. Motion unanimously carried.

Discussion was held on the 25-26 School Calendar as the contractors have stated that they will be working in the Secondary School from June 2-August 22. The administration along with the board will be reviewing options for the upcoming school year.

The donation resolution was moved by Wright and seconded by Levin:

RESOLUTION ACCEPTING DONATIONS for February 2025

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 Long Prairie Grey Eagle, ISD 2753, gratefully accepts the following donations as identified below:

Donor	Item	Designated Purpose (if any)
Grey Eagle/Burtrum Lions Club	\$1,000.00	Activity Day
Hillig Auto Center, LLC (The Trailer Center)	\$200.00	Activity Day
Long Prairie Sanitation	\$100.00	Activity Day
John Wiese Ford, Inc	\$50.00	Activity Day
Breitenfeldt Group	\$75.00	Activity Day
CTC	\$250.00	Activity Day
Long Prairie Rotary Club	\$150.00	Activity Day
Vanguard Insurance Services	\$50.00	Activity Day
American Legion Post 12	\$500.00	Activity Day
Sellnow Law Office, PA	\$250.00	Activity Day
Double R Saloon, Inc	\$100.00	Activity Day
Home Town Abstract & Title, LLC	\$100.00	Activity Day
Minnesota National Bank	\$50.00	Activity Day
Steve Neville	\$500.00	Activity Day
Trinity Lutheran Church Ladies Circle	\$100.00	Activity Day
Grey Eagle Electric Inc	\$50.00	Activity Day
Daybreak Foods, Inc	\$100.00	Activity Day
Minnesota National Agency, Inc	\$50.00	Post Prom
Alexandria Area USBC	\$200.00	Post Prom
American Heritage Bank	\$100.00	Post Prom
Advantage 1 Insurance Agency	\$50.00	Post Prom
Todd County Veterinary Clinic	\$30.00	Post Prom
American Legion Post 12	\$300.00	Post Prom
Long Prairie Plumbing & Heating, Inc.	\$25.00	Post Prom
Grey Eagle/Burtrum Lions Club	\$1,000.00	Post Prom
Graves & Associates American Family Insurance	\$100.00	Post Prom
Jenkins Iron & Steel, Inc	\$200.00	Post Prom

Prairie Family Dental PLLC	\$100.00	Post Prom
Jeff Berg Financial	\$100.00	Post Prom
Minnesota National Bank	\$100.00	Post Prom
Long Prairie Packing Co.	\$100.00	Post Prom
Todd-Wadena Electric Cooperative	\$50.00	Post Prom
Sellnow Law Office, P.A.	\$200.00	Post Prom
Home Town Abstract & Title, LLC	\$100.00	Post Prom
East-West Realty of Long Prairie, Inc	\$100.00	Post Prom

The vote on adoption of the Resolution was as follows:

Aye: Gohman, Hollenkamp, Levin, Wright, Zahnow and Zastrow

Nay: 0

Absent: Wolf

Whereupon, said Resolution was declared duly adopted.

A motion was made by Hollenkamp and seconded by Zastrow to accept the Harmony Parking Lot Repaving agreement with the City of Long Prairie. Motion unanimously carried.

A motion was made by Hollenkamp and seconded by Zastrow to accept the Crosswalk Lights Agreement with the City of Long Prairie. Motion unanimously carried

A motion was made by Zastrow and seconded by Levin to adopt the Policy 522 for Title IX, 2020 version, revised in 2022 pursuant to MSBA recommendations. Motion unanimously carried.

A motion was made by Hollenkamp and seconded by Wright to approve Policy Series 300. Motion unanimously carried.

At 7:12 the Board went into a closed session to discuss legal matters, pursuant to M.S. 130.05, Subd. 3b Attorney Client Privilege.

At 9:03 the public board meeting reconvened.

The meeting was adjourned at 9:03 pm by Chairman Gohman.

Lori Hollenkamp, Clerk

Long Prairie-Grey Eagle

Check Register by Bank and Check

Check Number: 10142-2147483647 Payment Date: 7/1/2024-3/31/2025 Period: 0-99999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
AHNB	4411	10142		Check	1	3271		Trustmark Voluntary Benefit Solutions,	Yes	No	No	02/19/2025	227.79
Bank Total: AHNB													\$227.79
Report Total:													\$227.79

Long Prairie-Grey Eagle

Detail Payment Register By Check

Check Number: 22957-23019 Payment Date: 7/1/2024-3/31/2025 Period: 202501-202509 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	22957	1028		ACE		Check		
			E 01	005 810 103 000 401	MAINTENANCE SUPPLIES - HS	\$293.97		
			E 01	005 810 000 000 401	MAINTENANCE SUPPLIES - ELEM	\$107.94		
PO#:	Voucher #:	7740	Invoice	Invoice No: 26266493 & 26268850	3/17/2025	Paid Amt:	\$401.91	
						Check Amount:	\$401.91	
MNBK	22958	1064		ALL STAR TROPHY & AWARDS INC		Check		
			E 01	400 298 461 301 401	WRESTLING AWARDS	\$270.00		
			E 01	400 298 461 301 401	SHIPPING	\$15.00		
PO#:	Voucher #:	7835	Invoice	Invoice No: 10678	3/17/2025	Paid Amt:	\$285.00	
						Check Amount:	\$285.00	
MNBK	22959	3126		AMAZON CAPITAL SERVICES		Check		
			E 01	303 212 000 000 430	B07RCVLQJY LimoStudio 10' x 10' (W x H) U	\$127.80		
			E 01	303 212 000 000 430	Amazon Shipping Charge	\$0.00		
PO#: 2146	Voucher #:	7694	Invoice	Invoice No: 1DLT-PP3J-1DQJ	3/17/2025	Paid Amt:	\$127.80	
			E 01	102 203 035 000 430	0152014373 Harvesting Hope: The Story of C	\$32.96		
			E 01	102 203 035 000 430	0316441961 The Door of No Return (The Doc	\$5.26		
			E 01	102 203 035 000 430	0316442593 Black Star (The Door of No Retu	\$8.99		
			E 01	102 203 035 000 430	0358567041 The Crossover Series 3-Book Pz	\$16.79		
			E 01	102 203 035 000 430	0618956743 Tacky and the Winter Games: A'	\$20.96		
			E 01	102 203 035 000 430	1534462430 Jason Reynolds's Track Series F	\$14.38		
			E 01	102 203 035 000 430	166597365X Out of My Dreams (The Out of M	\$10.37		
			E 01	102 203 035 000 430	B001FA1MQ0 Kool-Aid Singles Tropical Punc	\$32.08		
			E 01	102 203 035 000 430	B009D9Y6SG Elmer's Disappearing Purple Sc	\$14.68		
			E 01	102 203 035 000 430	B06XG5VNQD X-bet MAGNET Heavy Duty A	\$9.99		
			E 01	102 203 035 000 430	B06ZZYDF4P HOMZ 4-Pack Latching Lid, Sm	\$39.59		
			E 01	102 203 035 000 430	B07NW9N6W5 Madisi Wood-Cased #2 HB Pe	\$35.99		
			E 01	102 203 035 000 430	B0B87S8S2Z VITEVER [100 Sets - 16oz] Pla	\$20.41		
			E 01	102 203 035 000 430	B0BNJSMMHX Candy Assortment Bulk - 8 Po	\$43.49		
			E 01	102 203 035 000 430	B0CH4QYZMH ZEBMOON 2 LB Navy Blue Cr	\$22.99		
			E 01	102 203 035 000 430	B0CJ8KQ9B1 Soobest Large Display Digital V	\$22.99		
			E 01	102 203 035 000 430	B0CRDJ1MWP CYCLUSIVE 60 Pieces Stude	\$15.50		
			E 01	102 203 035 000 430	B0CX8SR3JV YEGEER Highlighters, Chisel T	\$19.62		
			E 01	102 203 035 000 430	Amazon Shipping Charge	\$4.49		
PO#: 2142	Voucher #:	7695	Invoice	Invoice No: 11L1-KL14-GLQJ	3/17/2025	Paid Amt:	\$391.53	
			E 01	102 203 035 000 430	B07G6TMQ7Y Express Medals Large 3 inch I	\$26.61		
			E 01	102 203 035 000 430	B07G6XFPMF Express Medals Large 3 inch D	\$29.58		
PO#: 2141	Voucher #:	7699	Invoice	Invoice No: 1TLF-LWWW-3L93	3/17/2025	Paid Amt:	\$56.19	

Long Prairie-Grey Eagle

Detail Payment Register By Check

Check Number: 22957-23019 Payment Date: 7/1/2024-3/31/2025 Period: 202501-202509 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MNBK	22959	3126		AMAZON CAPITAL SERVICES		Check
			E 01	400 298 496 301 401	B073ZH199D Artfen Artificial Lily 10 Heads F	\$35.97
			E 01	400 298 496 301 401	B07ZK518HP Lockport Black Gaffers Tape 2 i	\$35.95
			E 01	400 298 496 301 401	B09RPFYQMQ Bauducco Choco Biscuit Cool	\$11.99
			E 01	400 298 496 301 401	B09YT6N6VQ LIFE SAVERS Hard Candy - W	\$19.13
			E 01	400 298 496 301 401	B0BBF5M1JQ Cunno 72 Pcs Square Water Fl	\$32.99
			E 01	400 298 496 301 401	B0BGPST227 YixangDD Magnetic Picture Fra	\$79.90
			E 01	400 298 496 301 401	B0BWJKGJRN Qunclay 10 Pcs Clear Playing	\$21.99
			E 01	400 298 496 301 401	B0CCDNJYYT Deekin 120 Pcs Duck Keychai	\$35.99
			E 01	400 298 496 301 401	Amazon Shipping Charge	\$0.00
PO#: 2172	Voucher #:	7737	Invoice	Invoice No: 16TY-FT6V-3CYJ	3/17/2025	Paid Amt: \$273.91
			E 01	102 203 035 000 430	B086PJ4BY1 X-ACTO Electric Pencil Sharper	\$34.47
			E 01	102 203 035 000 430	B0D1RSGCRM Paper Mate InkJoy Gel Pens, f	\$7.99
			E 01	102 203 035 000 430	Amazon Shipping Charge	\$0.00
PO#: 2141	Voucher #:	7700	Invoice	Invoice No: 19Q4-HWLW-3FRM	3/17/2025	Paid Amt: \$42.46
			E 01	304 361 000 830 433	B00XNMDWS4 DEWALT 514009286 Switch	\$34.11
			E 01	304 361 000 830 433	Amazon Shipping Charge	\$6.99
PO#: 2183	Voucher #:	7741	Invoice	Invoice No: 14WH-QX17-3VXG	3/17/2025	Paid Amt: \$41.10
			E 01	400 298 496 301 401	B00VZ3NM42 Torani Syrup Variety Pack, Soc	\$48.30
			E 01	400 298 496 301 401	B08B13DPYY Lakumu Outdoor String Lights €	\$119.96
			E 01	400 298 496 301 401	B0C3RY3F81 Summer Syrup 3 Pack, Coconut	\$44.95
			E 01	400 298 496 301 401	Amazon Shipping Charge	\$0.00
PO#: 2173	Voucher #:	7743	Invoice	Invoice No: 1VCV-L4M9-4LFV	3/17/2025	Paid Amt: \$213.21
			E 04	005 505 078 499 430	076790592X Tuesdays with Morrie: An Old M	\$106.81
			E 04	005 505 078 499 430	Amazon Shipping Charge	\$0.00
PO#: 2144	Voucher #:	7672	Invoice	Invoice No: 1CYP-RFTM-CRNX	3/17/2025	Paid Amt: \$106.81
			E 04	005 505 464 321 401	ANEOTEK HAMMOCK - BLUE/DARK BLUE	\$31.98
			E 04	005 505 464 321 401	ANORTEK HAMMOCK - SEA GREEN/LIGHT G	\$16.99
			E 04	005 505 464 321 401	KOOTEK HAMMOCK - BLACK/GRAY - MED	\$35.98
			E 04	005 505 464 321 401	KOOTEK HAMMOCK - CHARCOAL ROSE - ME	\$17.99
PO#: 2175	Voucher #:	7744	Invoice	Invoice No: 1FJ9-Q76X-4MDH	3/17/2025	Paid Amt: \$102.94
			E 01	103 620 000 000 489	0593564537 Buffalo Fluffalo (A Buffalo Fluffa	\$13.68
			E 01	103 620 000 000 489	1338853848 House of Elephants (Witchlings :	\$16.19
			E 01	103 620 000 000 489	1492654140 Inky the Octopus: The Official St	\$15.31
			E 01	103 620 000 000 489	B0CFLJN6HZ SallyFashion 2160PCS 3/4" Do	\$5.49
			E 01	103 620 000 000 489	B0DDBMTB6W JANYUN 3/4" Small Circle Pric	\$5.99

Long Prairie-Grey Eagle

Detail Payment Register By Check

Check Number: 22957-23019 Payment Date: 7/1/2024-3/31/2025 Period: 202501-202509 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MNBK	22959	3126		AMAZON CAPITAL SERVICES		Check
			E 01	103 620 000 000 489	Amazon Shipping Charge	\$0.00
PO#: 2174	Voucher #:	7731	Invoice	Invoice No: 19T9-6VPQ-3WJX	3/17/2025	Paid Amt: \$56.66
			E 01	101 407 000 740 433	B0DHS2MCW3 MelonArt Kids Noise Cancellin	\$53.99
			E 01	101 407 000 740 433	Amazon Shipping Charge	\$0.00
PO#: 2187	Voucher #:	7809	Invoice	Invoice No: 176P-H9M9-76DT	3/17/2025	Paid Amt: \$53.99
			E 02	005 770 000 701 401	VINGLI 80 Quart Rolling Ice Chest, Portable P.	\$118.99
			E 02	005 770 000 701 401	Amazon Basics Reusable Hard Sided Rectanç	\$37.38
			E 02	005 770 000 701 401	Shipping	\$9.99
PO#: 2136	Voucher #:	7646	Invoice	Invoice No: 1L1M-K77X-CR97	3/17/2025	Paid Amt: \$166.36
			E 01	102 201 000 000 430	B00OQQ01DK EXPO Fine Tip Dry Erase Mark	\$20.99
			E 01	102 201 000 000 430	B072J37ZZD Elmers Liquid School Glue, Slim	\$14.90
			E 01	102 201 000 000 430	Amazon Shipping Charge	\$6.99
PO#: 2182	Voucher #:	7759	Invoice	Invoice No: 13TK-TQMN-1R1X	3/17/2025	Paid Amt: \$42.88
			E 01	101 219 000 317 433	1441341757 USA Memory Match Game (Set	\$8.99
			E 01	101 219 000 317 433	B08D34T584 Bekayshad Stickers for Water E	\$5.99
			E 01	101 219 000 317 433	B0BT8FTM2M BrainBox The World Card Garr	\$17.00
			E 01	101 219 000 317 433	B0BVBCR919 APULM 50 Pcs Cute Cartoon A	\$3.50
			E 01	101 219 000 317 433	B0C4DZQ2DL Bookmarks, 30PCS paper book	\$4.99
			E 01	101 219 000 317 433	Amazon Shipping Charge	\$0.00
PO#: 2181	Voucher #:	7839	Invoice	Invoice No: 1R33-4L1F-CRWJ	3/17/2025	Paid Amt: \$40.47
			E 01	103 203 000 000 401	B0017OEC1Q Prang (Formerly SunWorks) C	\$44.55
			E 01	103 203 000 000 401	B002LARR94 Prang (Formerly SunWorks) Cc	\$49.25
			E 01	103 203 000 000 401	B092384TN6 Construction Paper,Black,12 inc	\$135.96
			E 01	103 203 000 000 401	B09V374X2S Prang Construction Paper, Pink,	\$24.20
			E 01	103 203 000 000 401	Amazon Shipping Charge	\$0.00
PO#: 2186	Voucher #:	7841	Invoice	Invoice No: 1Q9P-J7HN-73CT	3/17/2025	Paid Amt: \$253.96
			E 01	303 260 000 000 430	B000PL2W0U Gold Medal All Purpose Flour, 5	\$3.98
			E 01	303 260 000 000 430	B004YGQK5K JOLLY RANCHER Assorted Fri	\$13.12
			E 01	303 260 000 000 430	B078WGJ8J7 Starburst Original Fruit Chews :	\$17.38
			E 01	303 260 000 000 430	B0949C1YML Amazon Basics Cotton Balls, 6t	\$17.84
			E 01	303 260 000 000 430	B09C31HQZH Amazon Basics Facial Tissue,	\$36.64
			E 01	303 260 000 000 430	B0BQW3Z9PJ LUCKY HERP Reptile Heat Lar	\$16.99
			E 01	303 260 000 000 430	B0CYDBCSR7 Clorox Disinfecting Wipes Valu	\$15.79
			E 01	303 260 000 000 430	Amazon Shipping Charge	\$0.00
PO#: 2194	Voucher #:	7847	Invoice	Invoice No: 1NWX-PYKN-FWY7	3/17/2025	Paid Amt: \$121.74
			E 01	400 298 457 301 401	B0B9ZHQ3L4 AAwipes Eyeglasses Cleaning	\$17.98

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Detail Payment Register By Check

Check Number: 22957-23019 Payment Date: 7/1/2024-3/31/2025 Period: 202501-202509 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	22959	3126		AMAZON CAPITAL SERVICES		Check		
			E 01	400 298 457 301 401	B0DBQ94Y1D BeeGreen 50 pieces Royal Bl	\$94.38		
			E 01	400 298 457 301 401	Amazon Shipping Charge	\$14.33		
PO#: 2140	Voucher #:	7648	Invoice	Invoice No: 1VXT-9MPY-G737	3/17/2025	Paid Amt:	\$126.69	
			E 01	102 203 032 000 430	B0BPYD3HD7 Eaasty Write Beginner Paper L	\$43.98		
			E 01	102 203 032 000 430	Amazon Shipping Charge	\$12.06		
PO#: 2188	Voucher #:	7768	Invoice	Invoice No: 14DQ-DTVP-G63X	3/17/2025	Paid Amt:	\$56.04	
			E 01	303 220 000 000 430	0593655036 The Anxious Generation: How th	\$509.40		
			E 01	303 220 000 000 430	Amazon Shipping Charge	\$0.00		
PO#: 2177	Voucher #:	7769	Invoice	Invoice No: 1QRG-XH49-F4CJ	3/17/2025	Paid Amt:	\$509.40	
			E 01	103 203 000 000 401	B08TN1RJJ9 Party Lights, Dj Disco Lights, R	\$37.20		
			E 01	103 203 000 000 401	B0CGWT8TR5 LANGXUN Foam Machine for	\$469.99		
			E 01	103 203 000 000 401	Amazon Shipping Charge	\$0.00		
PO#: 2160	Voucher #:	7716	Invoice	Invoice No: 161T-W7HV-TW4T	3/17/2025	Paid Amt:	\$507.19	
			E 01	102 259 000 000 430	0757900917 Seussical the Musical: Vocal Sel	\$26.13		
			E 01	102 259 000 000 430	Amazon Shipping Charge	\$6.99		
PO#: 2158	Voucher #:	7717	Invoice	Invoice No: 17CG-DCLN-GKTK	3/17/2025	Paid Amt:	\$33.12	
			E 01	103 203 000 000 401	B0C4GX7WJN Artificial Ferns for Outdoors &	\$59.98		
			E 01	103 203 000 000 401	Amazon Shipping Charge	\$0.00		
PO#: 2191	Voucher #:	7840	Invoice	Invoice No: 16CV-346T-49W7	3/17/2025	Paid Amt:	\$59.98	
			E 01	102 201 000 000 430	B00006IBP6 Crayola Artista II Washable Temp	\$5.24		
			E 01	102 201 000 000 430	B0DLWKM2ZJ 18 Egg Incubator, Humidity anc	\$88.99		
			E 01	102 201 000 000 430	Amazon Shipping Charge	\$0.00		
PO#: 2178	Voucher #:	7777	Invoice	Invoice No: 13XN-QYXK-FJ4G	3/17/2025	Paid Amt:	\$94.23	
			E 01	303 220 000 000 430	1411479653 Julius Caesar: No Fear Shakesp	\$201.75		
			E 01	303 220 000 000 430	1586638467 Macbeth: No Fear Shakespeare :	\$162.25		
			E 01	303 220 000 000 430	Amazon Shipping Charge	\$0.00		
PO#: 2147	Voucher #:	7693	Invoice	Invoice No: 13J7-43CF-1GRX	3/17/2025	Paid Amt:	\$364.00	
			E 01	102 203 034 000 430	B00FR4YQYK SadoTech Wireless Doorbells I	\$16.99		
			E 01	102 203 034 000 430	B00GHR3CGY S-E-I Sky Blue Tie Dye, Fabric	\$30.00		
			E 01	102 203 034 000 430	B00ICC7344 S.E.I Lavendar Tie Dye Kits for L	\$30.00		
			E 01	102 203 034 000 430	B00ICC771S S.E.I Neon Green Tie Dye Kits fi	\$30.00		
			E 01	102 203 034 000 430	B07D4YF3K4 Neenah Index Cardstock, 8.5")	\$73.08		
			E 01	102 203 034 000 430	B07QGZY2M9 Cosweet 100 Pcs Thickened P	\$14.99		
			E 01	102 203 034 000 430	B07ZFYQSPL 30 Pack 2 oz Fine Mist Mini Cle	\$9.99		
			E 01	102 203 034 000 430	B087P37Y7P Basic Medical Synmax Vinyl Ex	\$33.99		
			E 01	102 203 034 000 430	B09C2JKRM5 S.E.I Pink Tie Dye Kits for Larg	\$30.00		

Long Prairie-Grey Eagle

Detail Payment Register By Check

Check Number: 22957-23019 Payment Date: 7/1/2024-3/31/2025 Period: 202501-202509 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	22959	3126		AMAZON CAPITAL SERVICES		Check		
			E 01	102 203 034 000 430	B09C2KGT2Y S.E.I Aqua Tie Dye Kits for Lar	\$30.00		
			E 01	102 203 034 000 430	B09R848N24 Post-it Super Sticky Easel Pad 2	\$103.80		
			E 01	102 203 034 000 430	B0CH929RS5 Amazon Basics Reclosable Sai	\$5.72		
			E 01	102 203 034 000 430	B0CPST1T7M 510 Spanish Flash Cards for t	\$47.97		
			E 01	102 203 034 000 430	Amazon Shipping Charge	\$0.00		
PO#: 2159	Voucher #:	7729	Invoice	Invoice No: 1THL-4VN3-4CQN	3/17/2025	Paid Amt:	\$456.53	
			E 01	103 203 000 000 401	0593226720 How to Be Kind in Kindergarten:	\$111.40		
			E 01	103 203 000 000 401	B00004Z5SB Avery Printable Shipping Labels	\$7.40		
			E 01	103 203 000 000 401	B00I9VCF0U Orville Redenbacher's Microwav	\$38.16		
			E 01	103 203 000 000 401	B07SX538ZW Kindergarten, Here I Come Per	\$15.95		
			E 01	103 203 000 000 401	B0C7VVFHDHN 12 Pack Assorted Color Recta	\$19.99		
			E 01	103 203 000 000 401	B0CYSVX95C Pureegg Plastic Table Cloth Di:	\$12.99		
			E 01	103 203 000 000 401	Amazon Shipping Charge	\$0.00		
PO#: 2150	Voucher #:	7730	Invoice	Invoice No: 1VGQ-DW7Y-474J	3/17/2025	Paid Amt:	\$205.89	
						Check Amount:	\$4,505.08	
MNBK	22960	3144		ASHLEY PESTA		Check		
			B 01	230 050	SUPPLIES - INNOVATIVE GRANT	\$487.03		
PO#:	Voucher #:	7820	Invoice	Invoice No: 03102025	3/17/2025	Paid Amt:	\$487.03	
			B 01	230 050	INNOVATIVE GRANT SUPPLIES (BOOKS)	\$230.13		
PO#:	Voucher #:	7658	Invoice	Invoice No: 02202025	3/17/2025	Paid Amt:	\$230.13	
						Check Amount:	\$717.16	
MNBK	22961	1136		ASL INTERPRETING SERVICES INC		Check		
			E 01	103 203 000 000 401	INTERPRETING SERVICES - ELEM	\$178.00		
PO#:	Voucher #:	7807	Invoice	Invoice No: 25.03999	3/17/2025	Paid Amt:	\$178.00	
						Check Amount:	\$178.00	
MNBK	22962	3228		BARB GRAVES		Check		
			E 04	005 505 078 499 366	MILEAGE TO M3 HUDDLE MEETING	\$81.20		
PO#:	Voucher #:	7842	Invoice	Invoice No: 03122025	3/17/2025	Paid Amt:	\$81.20	
						Check Amount:	\$81.20	
MNBK	22963	1178		BENNING PRINTING & PUBLISHING		Check		
			E 01	005 010 000 000 401	ADVERTISING LEAD CUSTODIAN	\$42.00		
PO#:	Voucher #:	7738	Invoice	Invoice No: 03052025	3/17/2025	Paid Amt:	\$42.00	
						Check Amount:	\$42.00	

Long Prairie-Grey Eagle

Detail Payment Register By Check

Check Number: 22957-23019 Payment Date: 7/1/2024-3/31/2025 Period: 202501-202509 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	22964	3135		BONITA MIDDENDORF		Check		
			E 01	103 640 066 316 366	MILEAGE TO FRESHWATER	\$53.20		
PO#:	Voucher #:	7817	Invoice	Invoice No: 03102025	3/17/2025	Paid Amt:	\$53.20	
						Check Amount:	\$53.20	
MNBK	22965	1209		BRADLEY EVENSON		Check		
			E 04	005 505 078 499 366	MILEAGE TO M3 HUDDLE MEETING	\$81.20		
PO#:	Voucher #:	7853	Invoice	Invoice No: 03122025	3/17/2025	Paid Amt:	\$81.20	
						Check Amount:	\$81.20	
MNBK	22966	3571		BRIANNA PETRON		Check		
			E 01	400 298 461 301 401	CONCESSION SUPPLIES	\$118.39		
PO#:	Voucher #:	7709	Invoice	Invoice No: 02272025	3/17/2025	Paid Amt:	\$118.39	
						Check Amount:	\$118.39	
MNBK	22967	1269		CARD SERVICES		Check		
			E 02	005 770 000 701 490	FOOD SERVICE	\$43.57		
			B 01	230 050	HS FISHING ACTIVITY	\$213.26		
			E 04	005 505 000 321 401	COMMUNITY ED	\$115.90		
			E 04	005 505 078 499 401	21ST CENTURY/COOKING CLUB	\$114.99		
			E 01	302 640 000 316 366	SECONDARY INSERVICE	\$32.69		
			E 01	301 403 000 740 433	COFFEE CART	\$186.55		
			E 04	005 505 078 499 430	2ST CENTURY	\$68.19		
			E 01	103 640 066 316 366	PROFESSIONAL DEVELOPMENT	\$14.78		
			B 01	230 050	PROSTART	\$25.34		
PO#:	Voucher #:	7831	Invoice	Invoice No: HB443	3/17/2025	Paid Amt:	\$815.27	
						Check Amount:	\$815.27	
MNBK	22968	1278		CAROLINA BIOLOGICAL SUPPLY CO		Check		
			E 01	303 260 000 000 430	646706 B Safety Goggles	\$52.00		
			E 01	303 260 000 000 430	731010 400 ml Beakers (pack of 6)	\$46.90		
			E 01	303 260 000 000 430	Shipping	\$22.08		
PO#:	Voucher #:	7848	Invoice	Invoice No: 52885494 RI	3/17/2025	Paid Amt:	\$120.98	
						Check Amount:	\$120.98	
MNBK	22969	3203		CASSANDRA ZIMMER		Check		
			E 04	005 505 000 321 401	BALLOONS FOR PRESCHOOL REGISTRATION	\$28.19		
PO#:	Voucher #:	7701	Invoice	Invoice No: 02222025	3/17/2025	Paid Amt:	\$28.19	
						Check Amount:	\$28.19	
MNBK	22970	1306		CENTRAL MCGOWAN, INC		Check		
			E 01	303 211 000 302 530	MILLERMATIC 255 W/EZ LATCH CART - ITEM I	\$5,063.02		

Long Prairie-Grey Eagle

Detail Payment Register By Check

Check Number: 22957-23019 Payment Date: 7/1/2024-3/31/2025 Period: 202501-202509 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	22970	1306		CENTRAL MCGOWAN, INC		Check		
			E 01	304 361 893 000 433	MILLERMATIC 255 W/EZ LATCH CART - ITEM I	\$7,001.24		
PO#: 2116	Voucher #:	7755	Invoice	Invoice No: 0000951699	3/17/2025	Paid Amt:	\$12,064.26	
			E 01	304 361 893 830 433	CYLINDER RENTAL	\$38.43		
PO#:	Voucher #:	7811	Invoice	Invoice No: 0000361789	3/17/2025	Paid Amt:	\$38.43	
			E 01	304 361 893 000 433	55T IW 230V 3PH PWRLNK 10 BRK - ITEM NU	\$15,202.45		
			E 01	304 361 893 000 433	GENERAL PRODUCTIVITY PACK FOR - ITEM ↑	\$941.31		
			E 01	304 361 893 000 433	ACCESSORY LED LIGHT - ITEM NUMBER JPV	\$0.00		
			E 01	304 361 893 000 433	BACK GUAGE STOP PAD/ROD - ITEM NUMBE	\$0.00		
			E 01	304 361 893 000 433	BACK GUAGE ROD 1X26 - ITEM NUMBER JPV	\$0.00		
			E 01	304 361 893 000 433	MA-38161X.98 ADJ HANDLE - ITEM NUMBER	\$0.00		
			E 01	304 361 893 000 433	BACK GUAGE STOP BLOCK - ITEM NUMBER	\$0.00		
			E 01	304 361 893 000 433	PROTRACTOR BASE - ITEM NUMBER JPW EC	\$0.00		
			E 01	304 361 893 000 433	PROTRACTOR ARROW - ITEM NUMBER JPW	\$0.00		
			E 01	304 361 893 000 433	FABRICATOR'S PROTRACTOR DECAL - ITEM	\$0.00		
			E 01	304 361 893 000 433	STAR KNOB 3/8-16X1.57-FABR - ITEM NUMBI	\$0.00		
			E 01	304 361 893 000 433	PEDISTAL GUAGING TABLE - ITEM NUMBER .	\$0.00		
			E 01	304 361 893 000 433	FENCE-SHORT - ITEM NUMBER JPW ED9-HM8	\$0.00		
			E 01	304 361 893 000 433	FENCE-LONG - ITEM NUMBER JPW ED9-HM9C	\$0.00		
			E 01	304 361 893 000 433	MA-38161X.98 ADJ HANDLE - ITEM NUMBER	\$0.00		
			E 01	304 361 893 000 433	10 PIECE ROUND P&D SET W/STORAGE - ITEI	\$0.00		
			E 01	304 361 893 000 433	FREIGHT	\$0.00		
PO#: 2117	Voucher #:	7754	Invoice	Invoice No: 0000951345	3/17/2025	Paid Amt:	\$16,143.76	
						Check Amount:	\$28,246.45	
MNBK	22971	1348		CITY OF LP		Check		
			E 01	005 810 000 000 330	SEWER/WATER - ELEM	\$113.51		
PO#:	Voucher #:	7763	Invoice	Invoice No: 01-00313500-00-3	3/17/2025	Paid Amt:	\$113.51	
			E 01	005 810 103 000 330	SEWER/WATER - HS	\$537.29		
PO#:	Voucher #:	7762	Invoice	Invoice No: 01-00465900-00-3	3/17/2025	Paid Amt:	\$537.29	
			E 01	005 810 000 000 330	SEWER/WATER - EARLY CHILDHOOD	\$69.11		
PO#:	Voucher #:	7764	Invoice	Invoice No: 01-00313800-00-4	3/17/2025	Paid Amt:	\$69.11	
						Check Amount:	\$719.91	
MNBK	22972	1488		DESIGN TREE ENGINEERING		Check		
			E 01	005 850 000 302 305	CIVIL ENGINEERING - TRACK AND TURF	\$24,640.56		
PO#:	Voucher #:	7830	Invoice	Invoice No: 25981	3/17/2025	Paid Amt:	\$24,640.56	
						Check Amount:	\$24,640.56	

Long Prairie-Grey Eagle

Detail Payment Register By Check

Check Number: 22957-23019 Payment Date: 7/1/2024-3/31/2025 Period: 202501-202509 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	22973	1520		ECKROTH MUSIC CO		Check		
			E 01	303 258 000 000 433	Yamaha Clarinet Ligature	\$8.46		
			E 01	303 258 000 000 433	Hite Clarinet Mouthpiece	\$28.00		
PO#: 2154	Voucher #:	7688	Invoice	Invoice No: 5532386	3/17/2025	Paid Amt:	\$36.46	
			E 01	303 258 000 000 433	Vandoren Tenor Sax Reeds Box 5	\$26.95		
			E 01	303 258 000 000 433	Vandoren Bass clarinet Reeds Box 5	\$53.90		
PO#: 2179	Voucher #:	7751	Invoice	Invoice No: 5612762	3/17/2025	Paid Amt:	\$80.85	
			E 01	400 298 452 301 401	REPAIR TROMBONE	\$70.00		
PO#:	Voucher #:	7829	Invoice	Invoice No: 5578020	3/17/2025	Paid Amt:	\$70.00	
			E 01	303 258 000 000 433	Bundy Alto Sax S/N 810962.	\$0.00		
			E 01	303 258 000 000 433	Accent Bb Clarinet. S/N 1046811	\$0.00		
			E 01	303 258 000 000 433	Gemeinhart Flute S/N M12426	\$210.00		
PO#: 2151	Voucher #:	7689	Invoice	Invoice No: 5505572	3/17/2025	Paid Amt:	\$210.00	
			E 01	303 258 000 000 433	Rovner Tenor Sax Ligature and Cap	\$29.05		
PO#: 2154	Voucher #:	7687	Invoice	Invoice No: 5495666	3/17/2025	Paid Amt:	\$29.05	
			E 01	303 258 000 000 433	Vandoren Rue Lepic Reeds Clarinet 1 Box	\$39.59		
			E 01	303 258 000 000 433	Vandoren V21 Alto Sax Reeds 1 Box	\$44.39		
			E 01	303 258 000 000 433	Ultra Pure Valve Oil Bottle	\$0.00		
PO#: 2153	Voucher #:	7686	Invoice	Invoice No: 5505385	3/17/2025	Paid Amt:	\$83.98	
			E 01	400 298 452 301 401	REPAIR SAXAPHONE TENOR	\$54.00		
PO#:	Voucher #:	7826	Invoice	Invoice No: 5578234	3/17/2025	Paid Amt:	\$54.00	
			E 01	400 298 452 301 401	REPAIR SAXAPHONE ALTO	\$143.00		
PO#:	Voucher #:	7827	Invoice	Invoice No: 5578067	3/17/2025	Paid Amt:	\$143.00	
			E 01	400 298 452 301 401	REPAIR SAXAPHONE TENOR	\$138.00		
PO#:	Voucher #:	7828	Invoice	Invoice No: 5578259	3/17/2025	Paid Amt:	\$138.00	
							Check Amount:	\$845.34
MNBK	22974	3504		ECM PUBLISHERS, INC		Check		
			E 01	005 010 000 000 401	ADVERTISING CUSTODIAN DAY SHIFT (CREI	\$49.92		
PO#:	Voucher #:	7760	Invoice	Invoice No: 1036401	3/17/2025	Paid Amt:	\$49.92	
							Check Amount:	\$49.92
MNBK	22975	1530		EDUCATIONAL INNOVATIONS		Check		
			E 01	303 260 000 000 430	SS-450 G green four inch light sticks	\$39.75		
			E 01	303 260 000 000 430	Shipping	\$7.50		
PO#: 2169	Voucher #:	7752	Invoice	Invoice No: 3116132	3/17/2025	Paid Amt:	\$47.25	
							Check Amount:	\$47.25

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Detail Payment Register By Check

Check Number: 22957-23019 Payment Date: 7/1/2024-3/31/2025 Period: 202501-202509 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MNBK	22976	1536		EDUCATOR BENEFIT CONSULTANTS, LLC		Check
			E 01	005 160 000 000 305	ACS TPA MONTHLY FEE	\$141.72
PO#:	Voucher #:	7728	Invoice	Invoice No: 36344	3/17/2025	Paid Amt: \$141.72
						Check Amount: \$141.72
MNBK	22977	1601		FLINN SCIENTIFIC INC		Check
			E 01	303 260 000 000 430	AP4695 Crush Cans	\$62.40
			E 01	303 260 000 000 430	Shipping	\$9.95
PO#: 2168	Voucher #:	7810	Invoice	Invoice No: 3116106	3/17/2025	Paid Amt: \$72.35
						Check Amount: \$72.35
MNBK	22978	1620		FRESHWATER EDUCATION DISTRICT		Check
			E 01	200 420 000 310 390	MARCH 2025 MEMBERSHIP COST	\$3,928.42
			E 01	005 850 000 302 570	MARCH 2025 LEASE LEVY	\$293.16
			E 01	005 110 000 000 305	MARCH 2025 PAYROLL SERVICES	\$1,650.00
			E 01	005 110 000 000 366	MARCH 2025 BUSINESS PROFESIONAL DEVE	\$3.00
			E 01	200 420 000 000 390	MARCH 2025 PT, OT, PSYCH, VISION, PI, DHF	\$13,159.45
			E 01	101 400 000 000 390	MARCH 2025 NON-SPED ELIGIBLE COSTS	\$289.90
			E 01	101 412 000 740 391	MARCH 2025 ECSE PURCHASE STAFF	\$15,532.62
			E 01	101 400 000 372 396	MARCH 2025 MA SUPPORT	\$560.59
			E 01	200 740 000 374 316	MARCH 2025 STUDENT SUPPORT PERSONNEL	\$1,455.97
			E 01	200 710 000 374 316	MARCH 2025 STUDENT PERSONNEL - COUNSEL	\$398.77
			E 01	005 810 000 000 320	MARCH 2025 WIDE AREA NETWORK	\$525.41
			E 01	005 810 000 000 320	MARCH 2025 INTERNET ACCESS	\$15.92
			E 04	005 580 000 325 390	MARCH 2025 ECFE	\$8,345.17
			E 04	005 580 000 328 391	MARCH 2025 HOME VISIT	\$149.50
			E 04	005 582 000 344 390	MARCH 2025 SCHOOL READINESS	\$13,625.00
			E 04	005 510 000 326 390	MARCH 2025 ADULT ED - PROJECT TOGETHER	\$166.67
PO#:	Voucher #:	7850	Invoice	Invoice No: 20495	3/17/2025	Paid Amt: \$60,099.55
						Check Amount: \$60,099.55
MNBK	22979	1702		HANDYMANS INC		Check
			E 01	005 810 103 000 401	FILTERS - HS	\$563.45
PO#:	Voucher #:	7718	Invoice	Invoice No: 478935	3/17/2025	Paid Amt: \$563.45
			E 01	005 810 103 000 401	MAINTENANCE SUPPLIES - HS	\$540.50
PO#:	Voucher #:	7745	Invoice	Invoice No: 480300	3/17/2025	Paid Amt: \$540.50
						Check Amount: \$1,103.95
MNBK	22980	1739		HILLYARD/HUTCHINSON		Check
			E 01	005 810 000 000 401	ELEM MAINTENANCE - DRAIN HOSE	\$33.68

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Detail Payment Register By Check

Check Number: 22957-23019 Payment Date: 7/1/2024-3/31/2025 Period: 202501-202509 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	22980	1739		HILLYARD/HUTCHINSON		Check		
			E 01	005 810 000 000 401	SHIPPING	\$9.09		
PO#:	Voucher #:	7808	Invoice	Invoice No: 700639716	3/17/2025	Paid Amt:	\$42.77	
						Check Amount:	\$42.77	
MNBK	22981	1783		INTEGRATED SYSTEMS CORPORATION		Check		
			E 01	005 110 000 000 305	SKYWARD HOSTING SERVICES FOR APRIL 2	\$324.00		
PO#:	Voucher #:	7713	Invoice	Invoice No: 0745282	3/17/2025	Paid Amt:	\$324.00	
						Check Amount:	\$324.00	
MNBK	22982	1784		INTERMEDIATE DISTRICT 287		Check		
			E 01	998 420 000 000 390	FY 24-25 CARE & TREATMENT MID-YEAR BIL	\$822.48		
PO#:	Voucher #:	7823	Invoice	Invoice No: 0002500299	3/17/2025	Paid Amt:	\$822.48	
						Check Amount:	\$822.48	
MNBK	22983	1785		INTERQUEST DETECTION CANINES		Check		
			E 01	200 715 000 342 311	REGULAR CANINE SEARCH	\$300.00		
			E 01	200 715 000 342 311	TRAVEL FEE	\$40.00		
PO#:	Voucher #:	7815	Invoice	Invoice No: FEB NM 2025	3/17/2025	Paid Amt:	\$340.00	
						Check Amount:	\$340.00	
MNBK	22984	3143		JILL HANSON		Check		
			B 01	230 050	FOOD FOR CONTEST PREP - PROSTART	\$182.98		
PO#:	Voucher #:	7822	Invoice	Invoice No: 03102025	3/17/2025	Paid Amt:	\$182.98	
			E 01	304 365 000 628 433	MAFCS CONFERENCE REIMBURSEMENT	\$306.99		
PO#:	Voucher #:	7812	Invoice	Invoice No: 03082025	3/17/2025	Paid Amt:	\$306.99	
						Check Amount:	\$489.97	
MNBK	22985	1951		JONATHAN YOUNG		Check		
			E 01	400 298 465 301 401	ACTIVITY DAY REIMBURSEMENT	\$22.00		
PO#:	Voucher #:	7684	Invoice	Invoice No: 02202025	3/17/2025	Paid Amt:	\$22.00	
			E 01	302 640 000 316 366	MILEAGE & MEALS - PBIS TRAINING	\$89.53		
PO#:	Voucher #:	7710	Invoice	Invoice No: 02262025	3/17/2025	Paid Amt:	\$89.53	
						Check Amount:	\$111.53	
MNBK	22986	1984		JW PEPPER & SON INC		Check		
			E 01	102 259 000 000 430	Colors of the Wind Music #10042248	\$55.00		
PO#: 2161	Voucher #:	7692	Invoice	Invoice No: 367314400	3/17/2025	Paid Amt:	\$55.00	
			E 01	102 259 000 000 430	La Sopa de Isabel #10735068	\$41.25		
			E 01	102 259 000 000 430	Freight	\$9.99		
PO#: 2161	Voucher #:	7735	Invoice	Invoice No: 367324405	3/17/2025	Paid Amt:	\$51.24	
			E 01	102 259 000 000 430	Pure Imagination #11161198	\$42.00		

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Detail Payment Register By Check

Check Number: 22957-23019 Payment Date: 7/1/2024-3/31/2025 Period: 202501-202509 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	22986	1984		JW PEPPER & SON INC		Check		
			E 01	102 259 000 000 430	Freight	\$13.99		
PO#:	2161	Voucher #:	7691	Invoice	Invoice No: 367314606	3/17/2025	Paid Amt:	\$55.99
			E 01	303 258 000 000 433	Solos for the Clarinet Player- with piano accoi	\$17.99		
			E 01	303 258 000 000 433	Shipping	\$7.99		
PO#:	2155	Voucher #:	7851	Invoice	Invoice No: 367372158	3/17/2025	Paid Amt:	\$25.98
							Check Amount:	\$188.21
MNBK	22987	2002		KATIE LIESER		Check		
			E 01	102 203 032 000 430	2nd Grade Supplies	\$219.04		
PO#:		Voucher #:	7801	Invoice	Invoice No: 03042025	3/17/2025	Paid Amt:	\$219.04
							Check Amount:	\$219.04
MNBK	22988	3362		KELSEY PAURUS		Check		
			E 01	400 294 063 000 401	HOTEL STATE WRESTLING	\$638.92		
PO#:		Voucher #:	7747	Invoice	Invoice No: 03042025	3/17/2025	Paid Amt:	\$638.92
							Check Amount:	\$638.92
MNBK	22989	2013		KEMPS		Check		
			E 01	400 298 457 301 401	breakfast & donuts	\$271.00		
PO#:		Voucher #:	7791	Invoice	Invoice No: 5642034	3/17/2025	Paid Amt:	\$271.00
			E 02	005 770 000 701 495	milk	\$705.60		
PO#:		Voucher #:	7846	Invoice	Invoice No: 5650543	3/17/2025	Paid Amt:	\$705.60
			E 02	005 770 000 701 495	milk	\$361.50		
PO#:		Voucher #:	7666	Invoice	Invoice No: 5614264	3/17/2025	Paid Amt:	\$361.50
			E 02	005 770 000 701 495	milk	\$705.60		
PO#:		Voucher #:	7770	Invoice	Invoice No: 5641975	3/17/2025	Paid Amt:	\$705.60
			E 02	005 770 000 701 495	milk	\$778.45		
PO#:		Voucher #:	7772	Invoice	Invoice No: 5634611	3/17/2025	Paid Amt:	\$778.45
			E 02	005 770 000 701 495	milk	\$723.50		
PO#:		Voucher #:	7773	Invoice	Invoice No: 5650529	3/17/2025	Paid Amt:	\$723.50
			E 02	005 770 000 701 495	milk	\$162.10		
PO#:		Voucher #:	7774	Invoice	Invoice No: 5646351	3/17/2025	Paid Amt:	\$162.10
			E 02	005 770 000 701 495	milk	\$615.35		
PO#:		Voucher #:	7667	Invoice	Invoice No: 5629615	3/17/2025	Paid Amt:	\$615.35
			E 02	005 770 000 701 495	milk	\$126.05		
PO#:		Voucher #:	7771	Invoice	Invoice No: 5634603	3/17/2025	Paid Amt:	\$126.05
			E 02	005 770 000 701 495	milk	\$180.75		
PO#:		Voucher #:	7800	Invoice	Invoice No: 5645722	3/17/2025	Paid Amt:	\$180.75

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Detail Payment Register By Check

Check Number: 22957-23019 Payment Date: 7/1/2024-3/31/2025 Period: 202501-202509 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	22989	2013		KEMPS		Check		
			E 02 005 770 000 701 495	milk		\$397.55		
PO#:	Voucher #:	7804	Invoice	Invoice No: 5657570	3/17/2025	Paid Amt:	\$397.55	
			E 02 005 770 000 701 495	milk		\$234.95		
PO#:	Voucher #:	7799	Invoice	Invoice No: 5650550	3/17/2025	Paid Amt:	\$234.95	
			E 02 005 770 000 701 495	milk		\$107.90		
PO#:	Voucher #:	7849	Invoice	Invoice No: 5658833	3/17/2025	Paid Amt:	\$107.90	
			E 02 005 770 000 701 495	milk		\$542.25		
PO#:	Voucher #:	7767	Invoice	Invoice No: 5637230	3/17/2025	Paid Amt:	\$542.25	
			E 02 005 770 000 701 495	milk		\$235.20		
PO#:	Voucher #:	7665	Invoice	Invoice No: 5634367	3/17/2025	Paid Amt:	\$235.20	
			E 02 005 770 000 701 495	milk		\$687.70		
PO#:	Voucher #:	7805	Invoice	Invoice No: 5650539	3/17/2025	Paid Amt:	\$687.70	
Check Amount:								\$6,835.45
MNBK	22990	3599		KRISTI GAIDA		Check		
			E 01 103 640 000 316 366	MILEAGE - DELTAL HOTELS MINNEAPOLIS		\$177.80		
			E 01 103 640 000 316 366	HOTEL		\$135.73		
PO#:	Voucher #:	7818	Invoice	Invoice No: 03052025	3/17/2025	Paid Amt:	\$313.53	
Check Amount:								\$313.53
MNBK	22991	2121		LONG PRAIRIE FLEET SUPPLY		Check		
			E 01 005 810 103 000 401	MAINTENANCE SUPPLIES - HS		\$82.28		
			E 01 005 810 000 000 401	MAINTENANCE SUPPLIES		\$546.45		
PO#:	Voucher #:	7750	Invoice	Invoice No: 2194	3/17/2025	Paid Amt:	\$628.73	
Check Amount:								\$628.73
MNBK	22992	2124		LONG PRAIRIE LEADER		Check		
			E 01 005 010 000 000 401	BOARD MINUTES - JAN 27		\$822.00		
PO#:	Voucher #:	7753	Invoice	Invoice No: 17383	3/17/2025	Paid Amt:	\$822.00	
			E 01 005 010 000 000 401	SPORTS BOOSTER ADVERTISING		\$250.00		
PO#:	Voucher #:	7761	Invoice	Invoice No: 16701	3/17/2025	Paid Amt:	\$250.00	
Check Amount:								\$1,072.00
MNBK	22993	2128		LONG PRAIRIE OIL		Check		
			E 01 005 810 000 000 353	FUEL		\$144.12		
PO#:	Voucher #:	7749	Invoice	Invoice No: 02282025	3/17/2025	Paid Amt:	\$144.12	
Check Amount:								\$144.12

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Detail Payment Register By Check

Check Number: 22957-23019 Payment Date: 7/1/2024-3/31/2025 Period: 202501-202509 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	22994	3404		MARCO		Check		
			E 01 005 170 000 000 401	COPIER LEASE AGREEMENT		\$2,427.92		
PO#:	Voucher #:	7813	Invoice	Invoice No: 38671832	3/17/2025	Paid Amt:	\$2,427.92	
						Check Amount:	\$2,427.92	
MNBK	22995	3597		MIDWEST LOCK & DOOR, INC		Check		
			E 01 005 865 000 369 350	REPAIR DOOR LOCKS - ELEM		\$220.00		
PO#:	Voucher #:	7739	Invoice	Invoice No: 10630	3/17/2025	Paid Amt:	\$220.00	
						Check Amount:	\$220.00	
MNBK	22996	3200		MITCHELL GANSKE		Check		
			E 01 103 640 066 316 366	MILEAGE & MEALS - BRAINSTORM CONF		\$625.00		
PO#:	Voucher #:	7844	Invoice	Invoice No: 03122025	3/17/2025	Paid Amt:	\$625.00	
						Check Amount:	\$625.00	
MNBK	22997	2365		MSBA		Check		
			E 01 005 010 000 000 366	OFFICER WORKSHOP - HOLLENKAMP		\$210.00		
PO#:	Voucher #:	7707	Invoice	Invoice No: INV-12568-G6L1L1	3/17/2025	Paid Amt:	\$210.00	
			E 01 005 010 000 000 366	OFFICER WORKSHOP - GOHMAN		\$210.00		
PO#:	Voucher #:	7706	Invoice	Invoice No: INV-12556-Z2L2B8	3/17/2025	Paid Amt:	\$210.00	
						Check Amount:	\$420.00	
MNBK	22998	2389		NAPA CENTRAL		Check		
			E 01 005 810 000 000 401	MAINTENANCE SUPPLIES		\$7.59		
PO#:	Voucher #:	7821	Invoice	Invoice No: 894125	3/17/2025	Paid Amt:	\$7.59	
						Check Amount:	\$7.59	
MNBK	22999	2448		NORTHERN PINES MENTAL HEALTH CENTER		Check		
			E 01 301 420 000 740 394	LONG PRAIRIE SOCIAL WORKER - 2025 MAR		\$3,888.89		
PO#:	Voucher #:	7714	Invoice	Invoice No: INV439	3/17/2025	Paid Amt:	\$3,888.89	
			E 01 301 420 000 740 394	LONG PRAIRIE GREY EAGLE - CTSS- 2025 FE		\$1,111.11		
PO#:	Voucher #:	7715	Invoice	Invoice No: INV427	3/17/2025	Paid Amt:	\$1,111.11	
						Check Amount:	\$5,000.00	
MNBK	23000	2449		NORTHERN STAR COOPERATIVE		Check		
			E 01 005 810 000 000 353	FUEL FOR VEHICLES		\$94.33		
PO#:	Voucher #:	7765	Invoice	Invoice No: 534484	3/17/2025	Paid Amt:	\$94.33	
						Check Amount:	\$94.33	
MNBK	23001	2472		PAN-O-GOLD BAKING		Check		
			E 02 005 770 000 701 490	bread		\$198.25		
PO#:	Voucher #:	7664	Invoice	Invoice No: 10008525048005	3/17/2025	Paid Amt:	\$198.25	

Long Prairie-Grey Eagle

Detail Payment Register By Check

Check Number: 22957-23019 Payment Date: 7/1/2024-3/31/2025 Period: 202501-202509 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	23001	2472		PAN-O-GOLD BAKING		Check		
			E 02	005 770 000 701 490 bread		\$227.90		
PO#:	Voucher #:	7663	Invoice	Invoice No: 10008525055006	3/17/2025	Paid Amt:	\$227.90	
			E 02	005 770 000 701 490 bread		\$110.00		
PO#:	Voucher #:	7803	Invoice	Invoice No: 10008525069002	3/17/2025	Paid Amt:	\$110.00	
			E 02	005 770 000 701 490 bread		\$226.20		
PO#:	Voucher #:	7786	Invoice	Invoice No: 10008525062005	3/17/2025	Paid Amt:	\$226.20	
			E 02	005 770 000 701 490 bread		\$198.50		
PO#:	Voucher #:	7785	Invoice	Invoice No: 10008525055005	3/17/2025	Paid Amt:	\$198.50	
			E 02	005 770 000 701 490 bread		\$242.20		
PO#:	Voucher #:	7794	Invoice	Invoice No: 10008525062004	3/17/2025	Paid Amt:	\$242.20	
						Check Amount:	\$1,203.05	
MNBK	23002	3358		PEARSON CLINICAL ASSESSMENT		Check		
			E 01	101 401 000 372 433 PLS-5 Spanish Record Forms Qty 50 (Print)		\$275.00		
			E 01	101 401 000 372 433 PLS-5 Record Forms Qty 50 (Print)		\$237.75		
			E 01	101 401 000 372 433 Freight		\$25.64		
PO#: 2137	Voucher #:	7732	Invoice	Invoice No: 28305912	3/17/2025	Paid Amt:	\$538.39	
						Check Amount:	\$538.39	
MNBK	23003	2554		PREMIUM WATERS INC		Check		
			E 01	005 110 000 000 401 SUPPLIES - DO		\$47.25		
			E 01	302 211 000 000 401 SUPPLIES - HS		\$173.25		
			E 01	103 203 000 000 401 SUPPLIES - ELEM		\$306.75		
PO#:	Voucher #:	7748	Invoice	Invoice No: 840047-02-25	3/17/2025	Paid Amt:	\$527.25	
						Check Amount:	\$527.25	
MNBK	23004	2733		SCHOOL DATEBOOKS		Check		
			E 01	400 298 465 301 401 DATEBOOKS - HS		\$121.20		
			E 01	400 298 465 301 401 SHIPPING		\$20.00		
PO#:	Voucher #:	7690	Invoice	Invoice No: S24-0301032	3/17/2025	Paid Amt:	\$141.20	
						Check Amount:	\$141.20	
MNBK	23005	2790		SHRED-N-GO INC		Check		
			E 01	005 110 000 000 401 SHREDDING FEE		\$30.98		
			E 04	005 505 078 499 401 SHREDDING FEE		\$30.98		
			E 01	103 203 000 000 401 SHREDDING FEE		\$61.97		
			E 01	302 211 000 000 401 SHREDDING FEE		\$93.93		
PO#:	Voucher #:	7703	Invoice	Invoice No: 179233	3/17/2025	Paid Amt:	\$217.86	
						Check Amount:	\$217.86	

Long Prairie-Grey Eagle

Detail Payment Register By Check

Check Number: 22957-23019 Payment Date: 7/1/2024-3/31/2025 Period: 202501-202509 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	23006	2804		SLP TOOLKIT		Check		
			E 01	101 401 000 740 433	SLPToolkit Yearly Subscription	\$450.00		
PO#:	2162	Voucher #:	7734	Invoice	Invoice No: 6480	3/17/2025	Paid Amt:	\$450.00
							Check Amount:	\$450.00
MNBK	23007	3536		SQUIRES, WALDSPURGER, & MACE P.A.		Check		
			E 01	005 150 000 000 305	LEGAL FEES	\$3,426.38		
PO#:	Voucher #:	7702	Invoice	Invoice No: 23656	3/17/2025	Paid Amt:	\$3,426.38	
							Check Amount:	\$3,426.38
MNBK	23008	2830		STACEY JO DIRKS-CUSTER		Check		
			E 01	302 211 000 000 401	SUPPLIES FOR SPANISH CLASS	\$185.45		
PO#:	Voucher #:	7837	Invoice	Invoice No: 03102025	3/17/2025	Paid Amt:	\$185.45	
			E 04	005 505 078 499 401	CHOICE ELIMINATOR SUBSCRIPTION	\$35.00		
PO#:	Voucher #:	7766	Invoice	Invoice No: 03072025	3/17/2025	Paid Amt:	\$35.00	
			E 01	400 298 496 301 401	PROM CUPS	\$269.45		
PO#:	Voucher #:	7704	Invoice	Invoice No: 02262025	3/17/2025	Paid Amt:	\$269.45	
							Check Amount:	\$489.90
MNBK	23009	2894		SYSCO WESTERN MINNESOTA		Check		
			E 02	005 770 000 701 490	breakfast & lunch	\$58.46		
			E 02	005 770 000 705 490	breakfast & lunch	\$39.12		
PO#:	Voucher #:	7643	Invoice	Invoice No: 253846425	3/17/2025	Paid Amt:	\$97.58	
			E 02	005 770 000 701 490	lunch	\$145.93		
PO#:	Voucher #:	7644	Invoice	Invoice No: 253846426	3/17/2025	Paid Amt:	\$145.93	
			E 02	005 770 000 701 490	breakfast & lunch	\$1,813.30		
			E 02	005 770 000 705 490	breakfast & lunch	\$1,248.83		
PO#:	Voucher #:	7834	Invoice	Invoice No: 253862405	3/17/2025	Paid Amt:	\$3,062.13	
			E 02	005 770 000 701 490	lunch	\$13.80		
PO#:	Voucher #:	7784	Invoice	Invoice No: 253849983	3/17/2025	Paid Amt:	\$13.80	
			E 02	005 770 000 701 401	supplies	\$35.98		
PO#:	Voucher #:	7776	Invoice	Invoice No: 253858465	3/17/2025	Paid Amt:	\$35.98	
			E 02	005 770 000 701 401	breakfast, lunch & supplies	\$38.89		
			E 02	005 770 000 701 490	breakfast, lunch & supplies	\$783.89		
			E 02	005 770 000 705 490	breakfast, lunch & supplies	\$2,042.43		
PO#:	Voucher #:	7778	Invoice	Invoice No: 253849978	3/17/2025	Paid Amt:	\$2,865.21	
			E 02	005 770 000 705 490	breakfast	\$35.63		
PO#:	Voucher #:	7779	Invoice	Invoice No: 253849979	3/17/2025	Paid Amt:	\$35.63	
			E 02	005 770 000 701 490	lunch	\$13.80		
PO#:	Voucher #:	7781	Invoice	Invoice No: 253849980	3/17/2025	Paid Amt:	\$13.80	

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Detail Payment Register By Check

Check Number: 22957-23019 Payment Date: 7/1/2024-3/31/2025 Period: 202501-202509 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	23009	2894		SYSCO WESTERN MINNESOTA		Check		
			E 02	005 770 000 701 401	breakfast, lunch & supplies	\$38.89		
			E 02	005 770 000 701 490	breakfast, lunch & supplies	\$814.32		
			E 02	005 770 000 705 490	breakfast, lunch & supplies	\$349.04		
PO#:	Voucher #:	7782	Invoice	Invoice No: 253849981	3/17/2025	Paid Amt:	\$1,202.25	
			E 02	005 770 000 701 490	lunch	\$418.71		
PO#:	Voucher #:	7783	Invoice	Invoice No: 253849982	3/17/2025	Paid Amt:	\$418.71	
			E 02	005 770 000 701 490	lunch	\$1,519.05		
PO#:	Voucher #:	7798	Invoice	Invoice No: 253859301	3/17/2025	Paid Amt:	\$1,519.05	
			E 02	005 770 000 701 490	breakfast & lunch	\$33.81		
			E 02	005 770 000 705 490	breakfast & lunch	\$29.34		
PO#:	Voucher #:	7668	Invoice	Invoice No: 253846428	3/17/2025	Paid Amt:	\$63.15	
			E 02	005 770 000 701 490	breakfast & lunch	\$19.44		
			E 02	005 770 000 705 490	breakfast & lunch	\$36.96		
PO#:	Voucher #:	7645	Invoice	Invoice No: 253846424	3/17/2025	Paid Amt:	\$56.40	
			E 02	005 770 000 701 490	breakfast & lunch	\$950.05		
			E 02	005 770 000 705 490	breakfast & lunch	\$459.22		
PO#:	Voucher #:	7795	Invoice	Invoice No: 253857368	3/17/2025	Paid Amt:	\$1,409.27	
			E 02	005 770 000 701 490	breakfast & lunch	\$866.07		
			E 02	005 770 000 705 490	breakfast & lunch	\$809.90		
PO#:	Voucher #:	7775	Invoice	Invoice No: 253857367	3/17/2025	Paid Amt:	\$1,675.97	
			E 02	005 770 000 701 490	lunch	\$248.91		
PO#:	Voucher #:	7796	Invoice	Invoice No: 253857369	3/17/2025	Paid Amt:	\$248.91	
			E 02	005 770 000 701 490	breakfast & lunch	\$97.83		
			E 02	005 770 000 705 490	breakfast & lunch	\$348.37		
PO#:	Voucher #:	7669	Invoice	Invoice No: 253846429	3/17/2025	Paid Amt:	\$446.20	
			E 02	005 770 000 701 490	lunch	\$1,025.95		
PO#:	Voucher #:	7797	Invoice	Invoice No: 253859299	3/17/2025	Paid Amt:	\$1,025.95	
			E 02	005 770 000 701 490	lunch	\$30.49		
PO#:	Voucher #:	7806	Invoice	Invoice No: 253860321	3/17/2025	Paid Amt:	\$30.49	
							Check Amount:	\$14,366.41
MNBK	23010	2897		TAMMY CEBULLA		Check		
			E 01	103 640 000 316 366	MILEAGE FOR MESPA CONF & DISTRICT LIT. I	\$191.80		
PO#:	Voucher #:	7746	Invoice	Invoice No: 02212025	3/17/2025	Paid Amt:	\$191.80	
							Check Amount:	\$191.80

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Detail Payment Register By Check

Check Number: 22957-23019 Payment Date: 7/1/2024-3/31/2025 Period: 202501-202509 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
MNBK	23011	2900		TAQUERIA CHAVEZ		Check			
			E 01	302 211 000 000 401	Spanish 3/4 Meal		\$108.80		
PO#:	Voucher #:	7836	Invoice	Invoice No: 03112025	3/17/2025	Paid Amt:	\$108.80		
						Check Amount:	\$108.80		
MNBK	23012	2922		TEAM LABORATORY CHEMICAL LLC		Check			
			E 01	005 810 103 000 401	CUSTODIAL SUPPLIES - HS		\$828.00		
			E 01	005 810 103 000 401	FREIGHT		\$90.00		
PO#:	Voucher #:	7852	Invoice	Invoice No: INV0045357	3/17/2025	Paid Amt:	\$918.00		
						Check Amount:	\$918.00		
MNBK	23013	2924		TECH CHECK		Check			
			B 01	131 000	Yealink T58W		\$1,525.00		
PO#: 2164	Voucher #:	7802	Invoice	Invoice No: 7656C	3/17/2025	Paid Amt:	\$1,525.00		
						Check Amount:	\$1,525.00		
MNBK	23014	3578		TIMESAVERS		Check			
			E 01	304 361 000 628 433	SINGLE HEAD, 37" WIDE, WIDE BELT SANDEI		\$24,450.00		
			E 01	304 361 000 628 433	FREIGHT		\$550.00		
			E 01	304 361 893 000 433	FACTORY START-UP AND TRAINING - STEVE		\$1,800.00		
			E 01	304 361 893 000 433	FREIGHT		\$55.00		
PO#: 2121	Voucher #:	7708	Invoice	Invoice No: 299179	3/17/2025	Paid Amt:	\$26,855.00		
						Check Amount:	\$26,855.00		
MNBK	23015	2969		T-MOBILE		Check			
			B 01	215 082	HOT SPOTS		\$60.00		
			E 04	005 505 078 499 320	HOT SPOTS		\$40.00		
PO#:	Voucher #:	7711	Invoice	Invoice No: 958084262	3/17/2025	Paid Amt:	\$100.00		
						Check Amount:	\$100.00		
MNBK	23016	2994		TRANE US INC		Check			
			E 01	005 865 000 380 350	MAINTENANCE ELEM RM 410		\$5,015.07		
PO#:	Voucher #:	7843	Invoice	Invoice No: 315225129	3/17/2025	Paid Amt:	\$5,015.07		
						Check Amount:	\$5,015.07		
MNBK	23017	3026		UPPER LAKES FOODS INC		Check			
			E 02	005 770 000 701 401	breakfast, lunch & supplies		\$7.95		
			E 02	005 770 000 701 490	breakfast, lunch & supplies		\$1,085.76		
			E 02	005 770 000 705 490	breakfast, lunch & supplies		\$1,317.63		
PO#:	Voucher #:	7832	Invoice	Invoice No: 594559-00	3/17/2025	Paid Amt:	\$2,411.34		
			E 02	005 770 000 701 490	lunch		\$131.86		
PO#:	Voucher #:	7833	Invoice	Invoice No: 594628-00	3/17/2025	Paid Amt:	\$131.86		

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Detail Payment Register By Check

Check Number: 22957-23019 Payment Date: 7/1/2024-3/31/2025 Period: 202501-202509 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MNBK	23017	3026		UPPER LAKES FOODS INC		Check
			E 02	005 770 000 701 401	lunch & supplies	\$7.95
			E 02	005 770 000 701 490	lunch & supplies	\$1,484.35
PO#:	Voucher #:	7845	Credit	Invoice No: 570734-0A	3/17/2025	Paid Amt: (\$1,492.30)
			E 02	005 770 000 701 401	breakfast, lunch & supplies	\$324.52
			E 02	005 770 000 701 490	breakfast, lunch & supplies	\$508.27
			E 02	005 770 000 705 490	breakfast, lunch & supplies	\$1,291.14
PO#:	Voucher #:	7787	Invoice	Invoice No: 588571-00	3/17/2025	Paid Amt: \$2,123.93
			E 02	005 770 000 701 401	breakfast, lunch & supplies	\$7.95
			E 02	005 770 000 701 490	breakfast, lunch & supplies	\$1,759.67
			E 02	005 770 000 705 490	breakfast, lunch & supplies	\$408.96
PO#:	Voucher #:	7788	Invoice	Invoice No: 587983-00	3/17/2025	Paid Amt: \$2,176.58
			E 02	005 770 000 701 490	breakfast & lunch	\$156.96
			E 02	005 770 000 705 490	breakfast & lunch	\$99.00
PO#:	Voucher #:	7789	Invoice	Invoice No: 588149-00	3/17/2025	Paid Amt: \$255.96
			E 02	005 770 000 701 401	breakfast, lunch & supplies	\$7.95
			E 02	005 770 000 701 490	breakfast, lunch & supplies	\$1,879.05
			E 02	005 770 000 705 490	breakfast, lunch & supplies	\$1,272.03
PO#:	Voucher #:	7790	Invoice	Invoice No: 585132-00	3/17/2025	Paid Amt: \$3,159.03
			E 01	400 298 457 301 401	breakfast & donuts	\$537.21
PO#:	Voucher #:	7792	Invoice	Invoice No: 585300-00	3/17/2025	Paid Amt: \$537.21
			E 02	005 770 000 701 401	breakfast, lunch & supplies	\$421.99
			E 02	005 770 000 701 490	breakfast, lunch & supplies	\$783.63
			E 02	005 770 000 705 490	breakfast, lunch & supplies	\$2,647.93
PO#:	Voucher #:	7793	Invoice	Invoice No: 590516-00	3/17/2025	Paid Amt: \$3,853.55
						Check Amount: \$13,157.16
MNBK	23018	3041		VERIZON WIRELESS		Check
			E 01	200 257 088 302 555	MONTHLY CHARGE	\$15.02
PO#:	Voucher #:	7814	Invoice	Invoice No: 6107480693	3/17/2025	Paid Amt: \$15.02
						Check Amount: \$15.02
MNBK	23019	3070		WAYNE MARTIN CARSTENSEN		Check
			E 01	005 810 000 000 350	SNOW REMOVAL & PLOWING - ELEM	\$3,362.50
PO#:	Voucher #:	7758	Invoice	Invoice No: 1269	3/17/2025	Paid Amt: \$3,362.50

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Detail Payment Register By Check

Check Number: 22957-23019 Payment Date: 7/1/2024-3/31/2025 Period: 202501-202509 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MNBK	23019	3070		WAYNE MARTIN CARSTENSEN		Check
			E 01 005 810 103 000 350	PLOWING AND SALTING (FEB) - HS		\$8,912.50
PO#:	Voucher #:	7719	Invoice	Invoice No: 1270	3/17/2025	Paid Amt: \$8,912.50
						Check Amount: \$12,275.00
						Report Total: \$225,881.46

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Detail Payment Register By Check

Check Number: 22912-22956 Payment Date: 7/1/2024-3/31/2025 Period: 202501-202509 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	22912	3126		AMAZON CAPITAL SERVICES		Check		
			E 04	005 505 000 321 401	B0CDX899XG Chair Mat for Carpet, SALLOU	\$69.49		
			E 04	005 505 000 321 401	Amazon Shipping Charge	\$6.99		
PO#:	2122	Voucher #:	7673	Invoice	Invoice No: 1LLF-RKHF-N6CW	2/25/2025	Paid Amt:	\$76.48
			E 01	303 241 000 000 430	B07WZVLDL2 GoSports Baseball & Softball 4	\$59.58		
			E 01	303 241 000 000 430	B0DFMRG788 18 Inch Rubber Playground Ba	\$16.99		
			E 01	303 241 000 000 430	Amazon Shipping Charge	\$6.99		
PO#:	2126	Voucher #:	7674	Invoice	Invoice No: 1J96-749R-L4PV	2/25/2025	Paid Amt:	\$83.56
							Check Amount:	\$160.04
MNBK	22913	3591		AUSTIN KOWSKI		Check		
			E 01	400 294 061 000 305	BOYS BASKETBALL OFFICIAL	\$87.50		
			E 01	400 296 061 000 305	GIRLS BASKETBALL OFFICIAL	\$87.50		
PO#:		Voucher #:	7656	Invoice	Invoice No: 02202025	2/25/2025	Paid Amt:	\$175.00
							Check Amount:	\$175.00
MNBK	22914	1181		BERNICKS		Check		
			E 01	400 298 461 301 401	CONCESSION SUPPLIES	\$366.30		
PO#:		Voucher #:	7679	Invoice	Invoice No: 10311055	2/25/2025	Paid Amt:	\$366.30
							Check Amount:	\$366.30
MNBK	22915	3572		BLAKE BOULDIN		Check		
			E 01	400 294 061 000 305	BOYS BASKETBALL OFFICIAL	\$100.00		
PO#:		Voucher #:	7697	Invoice	Invoice No: 02202025	2/25/2025	Paid Amt:	\$100.00
							Check Amount:	\$100.00
MNBK	22916	1424		DAN ZETAH		Check		
			E 01	400 296 061 000 305	GIRLS BASKETBALL OFFICIAL	\$150.00		
PO#:		Voucher #:	7654	Invoice	Invoice No: 022022025	2/25/2025	Paid Amt:	\$150.00
							Check Amount:	\$150.00
MNBK	22917	3556		DAVID LIEBSCH/NORTH DAKOTA STATE UNIVERSITY		Check		
			B 01	230 050	LIONS SCHOLARSHIP	\$750.00		
PO#:		Voucher #:	7681	Invoice	Invoice No: 02252025	2/25/2025	Paid Amt:	\$750.00
							Check Amount:	\$750.00
MNBK	22918	1505		DONALD PESCHEL		Check		
			E 01	400 294 061 000 305	BOYS BASKETBALL OFFICIAL	\$87.50		
			E 01	400 296 061 000 305	GIRLS BASKTBALL OFFICIAL	\$87.50		
PO#:		Voucher #:	7651	Invoice	Invoice No: 02202025	2/25/2025	Paid Amt:	\$175.00
							Check Amount:	\$175.00

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Detail Payment Register By Check

Check Number: 22912-22956 Payment Date: 7/1/2024-3/31/2025 Period: 202501-202509 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	22919	1620		FRESHWATER EDUCATION DISTRICT		Check		
			E 01	610 211 000 303 391	TARGETED SERVICES NOV-DEC 2024		\$33,902.36	
PO#:	Voucher #:	7670	Invoice	Invoice No: 20471	2/25/2025	Paid Amt:	\$33,902.36	
						Check Amount:	\$33,902.36	
MNBK	22920	1819		ISD 487		Check		
			E 01	400 294 061 000 305	OFFICIALS JHBBB UPSALA TOURNAMENT		\$167.00	
PO#:	Voucher #:	7678	Invoice	Invoice No: 02252025	2/25/2025	Paid Amt:	\$167.00	
						Check Amount:	\$167.00	
MNBK	22921	3441		IXL LEARNING		Check		
			E 01	302 211 000 000 401	EXTRA SITE LICENSE - HALONEN		\$105.00	
PO#: 2044	Voucher #:	7657	Invoice	Invoice No: S525981	2/25/2025	Paid Amt:	\$105.00	
						Check Amount:	\$105.00	
MNBK	22922	3507		KEAGAN SCHIELE		Check		
			E 01	400 294 061 000 305	BOYS BASKETBALL OFFICIAL		\$87.50	
			E 01	400 296 061 000 305	GIRLS BASKTBALL OFFICIAL		\$87.50	
PO#:	Voucher #:	7655	Invoice	Invoice No: 02202025	2/25/2025	Paid Amt:	\$175.00	
						Check Amount:	\$175.00	
MNBK	22923	2040		KRISHNA'S COLORS		Check		
			E 01	400 298 457 301 401	COLOR RUN PACKETS		\$1,035.00	
PO#:	Voucher #:	7696	Invoice	Invoice No: 02252025	2/25/2025	Paid Amt:	\$1,035.00	
						Check Amount:	\$1,035.00	
MNBK	22924	3198		LEADING EDGE FUNDRAISING		Check		
			E 01	400 298 490 301 401	7TH & 8TH GRADE FUNDRAISING		\$2,659.55	
			E 01	400 298 499 301 401	7TH & 8TH GRADE FUNDRAISING		\$2,293.05	
PO#:	Voucher #:	7677	Invoice	Invoice No: 02242025	2/25/2025	Paid Amt:	\$4,952.60	
						Check Amount:	\$4,952.60	
MNBK	22925	2086		LEXIA LEARNING SYSTEMS LLC		Check		
			E 01	103 203 066 000 305	LETRS PARTICIPANT MATERIALS BUNDLE (PI		\$399.00	
PO#: 2149	Voucher #:	7647	Invoice	Invoice No: 7848856	2/25/2025	Paid Amt:	\$399.00	
						Check Amount:	\$399.00	
MNBK	22926	2124		LONG PRAIRIE LEADER		Check		
			E 01	005 010 000 000 401	BOARD MINUTES - SPANISH EDITION		\$399.00	
PO#:	Voucher #:	7659	Invoice	Invoice No: 17300	2/25/2025	Paid Amt:	\$399.00	
						Check Amount:	\$399.00	

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Detail Payment Register By Check

Check Number: 22912-22956 Payment Date: 7/1/2024-3/31/2025 Period: 202501-202509 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	22935	2653		RODNEY HELLING		Check		
			E 01	400 296 061 000 305	GIRLS BASKETBALL OFFICIAL	\$150.00		
PO#:	Voucher #:	7653	Invoice	Invoice No: 02202025	2/25/2025	Paid Amt:	\$150.00	
						Check Amount:	\$150.00	
MNBK	22936	2819		SPECTRUM SUPPLY COMPANY		Check		
			E 01	005 810 000 000 401	CUSTODIAL SUPPLIES - ELEM	\$1,537.42		
PO#:	Voucher #:	7676	Invoice	Invoice No: 71651	2/25/2025	Paid Amt:	\$1,537.42	
			E 01	005 810 000 000 401	1% DISCOUNT 10 DAYS	\$15.37		
PO#:	Voucher #:	7683	Credit	Invoice No: 71651	2/25/2025	Paid Amt:	(\$15.37)	
						Check Amount:	\$1,522.05	
MNBK	22937	2917		TEACHERS ON CALL		Check		
			E 01	302 211 000 000 145	SUBS	\$445.40		
			E 01	301 411 000 740 307	SUBS	\$445.40		
			E 01	400 291 051 000 145	SUBS	\$445.40		
			E 01	103 203 000 000 141	SUBS	\$311.86		
			E 01	103 203 000 000 145	SUBS	\$1,558.90		
			E 01	101 411 000 740 307	SUBS	\$194.51		
			E 01	302 211 000 000 141	SUBS	\$150.73		
PO#:	Voucher #:	7675	Invoice	Invoice No: 164790	2/25/2025	Paid Amt:	\$3,552.20	
						Check Amount:	\$3,552.20	
MNBK	22938	2922		TEAM LABORATORY CHEMICAL LLC		Check		
			E 01	005 810 000 000 401	HART ROLL TOWEL - WHITE	\$2,090.00		
			E 01	005 810 000 000 401	NO. 3 PEN, INK GRAFFITI REMOVER	\$67.50		
			E 01	005 810 000 000 401	FREIGHT & DISCOUNT DEDUCTION	\$174.92		
PO#:	Voucher #:	7680	Invoice	Invoice No: INV0045171	2/25/2025	Paid Amt:	\$2,332.42	
						Check Amount:	\$2,332.42	
MNBK	22939	2970		TOBII DYNAVOX		Check		
			E 01	101 402 000 740 433	BOARDMAKER 7 ORGANIZATION RENEWAL	\$895.50		
PO#: 2148	Voucher #:	7649	Invoice	Invoice No: INV00517241	2/25/2025	Paid Amt:	\$895.50	
						Check Amount:	\$895.50	
MNBK	22940	1054		ALEX GLASS AND GLAZING		Check		
			E 01	005 810 000 000 401	FIX GLASS IN DOOR BY THE TEMPORARY	\$1,135.77		
PO#:	Voucher #:	7712	Invoice	Invoice No: I040392	3/5/2025	Paid Amt:	\$1,135.77	
						Check Amount:	\$1,135.77	

Long Prairie-Grey Eagle

Detail Payment Register By Check

Check Number: 22912-22956 Payment Date: 7/1/2024-3/31/2025 Period: 202501-202509 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	22941	3298		BRADY JOHNSRUD		Check		
			E 01	400 294 061 000 305	BOYS BASKETBALL OFFICIAL	\$150.00		
PO#:	Voucher #:	7722	Invoice	Invoice No: 02272025	3/5/2025	Paid Amt:	\$150.00	
						Check Amount:	\$150.00	
MNBK	22942	1444		DAVID BLANCHARD		Check		
			E 01	400 298 460 301 401	ROLL ORDER FOR RAGING RED BAND FEST	\$180.00		
PO#:	Voucher #:	7705	Invoice	Invoice No: 02272025	3/5/2025	Paid Amt:	\$180.00	
						Check Amount:	\$180.00	
MNBK	22943	1616		FRANCIS J BREITER		Check		
			E 01	400 294 061 000 305	BOYS BASKETBALL OFFICIAL	\$100.00		
PO#:	Voucher #:	7723	Invoice	Invoice No: 02272025	3/5/2025	Paid Amt:	\$100.00	
						Check Amount:	\$100.00	
MNBK	22944	1802		ISD 213		Check		
			E 01	400 298 461 301 401	REGISTRATION FOR GIRLS INVITATIONAL - C	\$150.00		
PO#:	Voucher #:	7733	Invoice	Invoice No: 03042025	3/5/2025	Paid Amt:	\$150.00	
						Check Amount:	\$150.00	
MNBK	22945	1902		JEREMIE SCHOSSOW		Check		
			E 01	400 294 061 000 305	BOYS BASKETBALL OFFICIAL	\$150.00		
PO#:	Voucher #:	7721	Invoice	Invoice No: 02272025	3/5/2025	Paid Amt:	\$150.00	
						Check Amount:	\$150.00	
MNBK	22946	3596		JONATHAN S. LAFLAMME		Check		
			E 01	400 298 460 301 401	MUSIC JUDGE	\$125.00		
			E 01	400 298 460 301 401	MILEAGE	\$34.80		
PO#:	Voucher #:	7725	Invoice	Invoice No: 02252025	3/5/2025	Paid Amt:	\$159.80	
						Check Amount:	\$159.80	
MNBK	22947	3595		LISA NOELDNER-WENIGER		Check		
			E 01	400 298 460 301 401	MUSIC JUDGE	\$125.00		
			E 01	400 298 460 301 401	MILEAGE	\$46.40		
PO#:	Voucher #:	7724	Invoice	Invoice No: 02272025	3/5/2025	Paid Amt:	\$171.40	
						Check Amount:	\$171.40	
MNBK	22948	2131		LONG PRAIRIE SANITARY SERVICE		Check		
			E 01	005 810 000 000 332	GARBAGE SERVICES	\$1,826.20		
			E 01	005 810 103 000 332	GARBAGE SERVICES	\$1,826.21		
PO#:	Voucher #:	7727	Invoice	Invoice No: 8544	3/5/2025	Paid Amt:	\$3,652.41	
						Check Amount:	\$3,652.41	

Long Prairie-Grey Eagle

Detail Payment Register By Check

Check Number: 22912-22956 Payment Date: 7/1/2024-3/31/2025 Period: 202501-202509 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	22949	2610		REGION 5A		Check		
			R 01	400 294 061 000 060	BOYS BASKETBALL ADMISSIONS REIMBURS	\$215.00		
PO#:	Voucher #:	7742	Invoice	Invoice No: 03052025	3/5/2025	Paid Amt:	\$215.00	
						Check Amount:	\$215.00	
MNBK	22950	3460		REGION 6A MSHSL		Check		
			E 01	400 298 460 301 401	ENTRY FEE FOR MUSIC CONTEST - FESTIVAL	\$85.00		
PO#:	Voucher #:	7726	Invoice	Invoice No: 02262025	3/5/2025	Paid Amt:	\$85.00	
						Check Amount:	\$85.00	
MNBK	22951	2917		TEACHERS ON CALL		Check		
			E 04	005 505 078 499 140	SUBS	\$222.70		
			E 01	302 211 000 000 145	SUBS	\$1,002.15		
			E 01	400 291 051 000 145	SUBS	\$222.70		
			E 01	103 203 000 000 141	SUBS	\$654.91		
			E 01	103 640 000 316 145	SUBS	\$222.70		
			E 01	103 203 000 000 145	SUBS	\$556.75		
			E 01	101 411 000 740 307	SUBS	\$1,314.21		
PO#:	Voucher #:	7736	Invoice	Invoice No: 165035	3/5/2025	Paid Amt:	\$4,196.12	
						Check Amount:	\$4,196.12	
MNBK	22952	3594		TYLER GLINES		Check		
			E 01	400 294 061 000 305	BOYS BASKETBALL OFFICIAL	\$150.00		
PO#:	Voucher #:	7720	Invoice	Invoice No: 02272025	3/5/2025	Paid Amt:	\$150.00	
						Check Amount:	\$150.00	
MNBK	22953	3126		AMAZON CAPITAL SERVICES		Check		
			E 01	400 298 496 301 401	B00Z7D74UO Exquisite 12-Pack Premium Pla:	\$17.71		
			E 01	400 298 496 301 401	B016SBCZMA Bird Fiy 50 PCS 376 Feet Artifi	\$21.62		
			E 01	400 298 496 301 401	B07PXVDC11 6 Pack 3.75 Feet/Piece Artificial	\$47.97		
			E 01	400 298 496 301 401	B0C34FKP6Q Prestee Black Table Cloth for E	\$16.82		
			E 01	400 298 496 301 401	B0C3M58BJ9 Arrebolart 20x10ft Vinyl Custon	\$99.99		
			E 01	400 298 496 301 401	B0C7M5HCGS 20x10ft Vinyl Fairy Tale Photo	\$99.99		
			E 01	400 298 496 301 401	B0CTKZD2Q3 Generic Hydrolux Highly Reflec	\$21.95		
			E 01	400 298 496 301 401	B0CYZLY6HS CQURE 60Pack Artificial Ivy Fz	\$25.99		
			E 01	400 298 496 301 401	B0CZ3Y69T1 Lavender Tulle Backdrop Curta	\$38.99		
			E 01	400 298 496 301 401	B0D6XY7GV8 Kongdaoth Lavender 12 Pack	\$13.99		
			E 01	400 298 496 301 401	Amazon Shipping Charge	\$25.94		
PO#: 2123	Voucher #:	7757	Invoice	Invoice No: 149H-CCFT-RJDD	3/12/2025	Paid Amt:	\$430.96	
						Check Amount:	\$430.96	

Long Prairie-Grey Eagle Detail Payment Register By Check

Check Number: 22912-22956 Payment Date: 7/1/2024-3/31/2025 Period: 202501-202509 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MNBK	22954	2363		MPL		Check
			E	01 005 810 000 000 332	ELECTRIC - ELEM	\$10,667.19
			E	01 005 810 103 000 332	ELECTRIC - HS	\$24,664.08
PO#:	Voucher #:	7816	Invoice	Invoice No: 7123200000	3/12/2025	Paid Amt: \$35,331.27
						Check Amount: \$35,331.27
MNBK	22955	3600		PAUL LIVERSAGE		Check
			E	01 400 298 460 301 401	MUSIC JUDGE	\$287.40
PO#:	Voucher #:	7838	Invoice	Invoice No: 03122025	3/12/2025	Paid Amt: \$287.40
						Check Amount: \$287.40
MNBK	22956	2917		TEACHERS ON CALL		Check
			E	01 302 640 000 316 145	SUBS	\$445.40
			E	01 302 211 000 000 145	SUBS	\$668.10
			E	01 301 411 000 740 307	SUBS	\$111.35
			E	01 103 203 000 000 141	SUBS	\$1,289.03
			E	01 103 203 000 000 145	SUBS	\$1,789.79
			E	01 101 411 000 740 307	SUBS	\$1,000.14
PO#:	Voucher #:	7756	Invoice	Invoice No: 165291	3/12/2025	Paid Amt: \$5,303.81
						Check Amount: \$5,303.81
Report Total:						\$108,964.92

Long Prairie-Grey Eagle Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
												Void	Date	
AHNB		4388		Wire	1	1543		ELECTRONIC FED TAX PAY SYSTEM		No	Yes	No	02/14/2025	186,471.18
AHNB		4389		Wire	1	1372		COMMISSIONER OF REVENUE		No	Yes	No	02/14/2025	34,274.95
AHNB		4390		Wire	1	1155		AVIBEN		No	Yes	No	02/14/2025	2,277.46
AHNB		4391		Wire	1	3279		AVIBEN		No	Yes	No	02/14/2025	1,960.83
AHNB		4392		Wire	1	2565		PUBLIC EMPLOYEES RETIREMT ASSN		No	Yes	No	02/14/2025	45,940.81
AHNB		4393		Wire	1	2918		TEACHERS RETIREMENT ACCOUNT		No	Yes	No	02/14/2025	86,646.43
AHNB		4394		Wire	1	1155		AVIBEN		No	Yes	No	02/14/2025	17,666.33
AHNB		4395		Wire	1	1467		DELTA DENTAL OF MN		No	Yes	No	02/14/2025	4,087.19
AHNB		4396		Wire	1	1155		AVIBEN		No	Yes	No	02/14/2025	7,979.00
AHNB		4409		Wire	1	1580		EYE MED VISION CARE, LLC		No	Yes	No	02/19/2025	339.08
AHNB		4410		Wire	1	3545		BLUE CROSS BLUE SHIELD OF MINNESC		No	Yes	No	02/19/2025	117,793.00
AHNB		4539		Wire	1	1080		AMERICAN HERITAGE NATL BANK		No	Yes	No	02/28/2025	29.00
AHNB		4540		Wire	1	2625		REVTRAK INC		No	Yes	No	02/28/2025	311.59
Bank Total:													\$505,776.85	
MNBK		4524		Wire	1	1197		BMO		No	Yes	No	02/26/2025	5,663.54
MNBK		4538		Wire	1	2324		MINNESOTA NATIONAL BANK		No	Yes	No	02/28/2025	20.00
Bank Total:													\$5,683.54	
Report Total:													\$511,460.39	

REVOLVING FUND

DATE	CHECK #	VENDOR	MEMO	AMOUNT
02/24/2025	5839	Cassie Zimmer	Community Ed	\$ 270.00

Statement Manager

MEMO, Statement Period 01/28/2025 to 02/27/2025

Statement New	Card Account	Previous	Current	Tax Notes
Billing Account 027692	XXXX-XXXX-XXXX-7692	5,663.54	3,636.30	    
Lud Barton	XXXX-XXXX-XXXX-6780	0.00	624.50	    
Wenson Bradley	XXXX-XXXX-XXXX-3534	0.00	807.25	    
ROKE DOUGLAS	XXXX-XXXX-XXXX-4559	0.00	399.00	    
AURUS KELSEY	XXXX-XXXX-XXXX-4098	0.00	994.79	    
Wenson Sherrilynn	XXXX-XXXX-XXXX-9873	0.00	394.73	    
Debulla Tammy	XXXX-XXXX-XXXX-4387	0.00	416.03	    

Statement Report

MO - U.S. Dollar

1/28/2025 to 02/27/2025

Aud Barton - Statement Report		Tax Receipt	Source Amount	Amount Tax	Amount Incl	Tax Notes			
1/28/2025	Amazon Mktpl Z78xm0eg2	.	.	3.75	54.59	?	📄	✉	i
1/29/2025	Caseys #1795	.	.	1.99	28.97	?	📄	✉	i
2/06/2025	Long Prairie Fleet	.	.	24.41	429.41	?	📄	✉	i
2/10/2025	Wal-Mart #4253	.	.	7.42	111.53	?	📄	✉	i

Statement Report

MO - U.S. Dollar

1/28/2025 to 02/27/2025

venson Bradley - Statement Report		Tax Receipt	Source Amount	Amount Tax	Amount Incl	Tax Notes			
1/29/2025	Epic Sports	.	.	16.69	243.56	?			
1/31/2025	Math Masters Of Mn Sta	.	.	10.36	150.81	?			
2/01/2025	Joann Stores Joann.Com	.	.	4.97	78.60	?			
2/04/2025	Math Masters Of Mn Sta	.	.	9.07	131.99	?			
2/04/2025	Uline Ship Supplies	.	.	3.21	46.71	?			
2/12/2025	Caseys #1795	.	.	8.99	130.93	?			
2/25/2025	Coborns	.	.	1.69	24.65	?			

Statement Report

MO - U.S. Dollar

1/28/2025 to 02/27/2025

ROKE DOUGLAS - Statement Report	Tax Receipt	Source Amount	Amount Tax	Amount Incl	Tax Notes
2/19/2025 Paypal Masa	.	.	25.67	399.00	? 0  

Statement Report

MO - U.S. Dollar

1/28/2025 to 02/27/2025

AURUS KELSEY - Statement Report		Tax Receipt	Source Amount	Amount Tax	Amount Incl	Tax Notes			
2/01/2025	Kwik Trip #1203	.	.	.	37.50	?			
2/01/2025	Py Pizza Ranch Redwo	.	.	25.40	369.84	?			
2/04/2025	Ace Hardware	.	.	1.90	27.67	?			
2/13/2025	Wal-Mart #4253	.	.	8.53	128.18	?			
2/18/2025	Mniaaa Fees	.	.	.	431.60	?			

Statement Report

MO - U.S. Dollar

1/28/2025 to 02/27/2025

verson Sherrilynn - Statement Report		Tax Receipt	Source Amount	Amount Tax	Amount Incl	Tax Notes			
1/31/2025	Double Tree By Hilton	.	.	.	143.87	?	📄	✉	i
2/11/2025	Navigating School Nurs	.	.	3.68	53.59	?	📄	✉	i
2/13/2025	Walmart.Com	.	.	3.86	55.28	?	📄	✉	i
2/15/2025	Gannett Media Co	.	.	.	16.99	?	📄	✉	i
2/21/2025	Ehlers Seminar	.	.	8.59	125.00	?	📄	✉	i

Statement Report

MO - U.S. Dollar

1/28/2025 to 02/27/2025

Debutella Tammy - Statement Report		Tax Receipt	Source Amount	Amount Tax	Amount Incl	Tax Notes			
1/28/2025	Heggerty.Org	.	.	-36.68	-534.00	?			
2/08/2025	Radisson Blu Moa	.	.	.	428.56	?			
2/12/2025	Wal-Mart #4253	.	.	0.84	196.51	?			
2/14/2025	Caseys #1795	.	.	5.36	78.00	?			
2/26/2025	Totally Promotional	.	.	16.69	246.96	?			

Long Prairie-Grey Eagle

Exp/Rev Detail - Fd, Crs Total S

Period Ending March 31, 2025

Sequence: Fd, Group-Sub, L, Org, Pro, Crs, Fin, O/S

											25AB			% YTD	Remaining		
L	Fd	Org	Pro	Crs	Fin	O/S	Class	Sub	Description	Annual Budget	Period 202509	Year To Date	% YTD	Encumbrances	+ Enc	Balance	
01	General																
	408	SPECIAL OLYMPIC															
R	01	400	298	408	301	099	401	408	Misc Revenue - SPECIAL OL	(100.00)	0.00	0.00	0%	0.00	0%	(100.00)	
E	01	400	298	408	301	401	401	408	Supplies - SPECIAL OLYMPI	100.00	0.00	272.45	272%	0.00	272%	(172.45)	
B	01	401	408														482.80
	408	SPECIAL OLYMPIC									0.00	0.00	(210.35)	0%	0.00	0%	210.35
	410	ELEM DCD															
R	01	400	298	410	301	099	401	410	Misc Revenue - ELEM DCD	(2,000.00)	0.00	0.00	0%	0.00	0%	(2,000.00)	
E	01	400	298	410	301	401	401	410	Supplies - ELEM DCD	2,000.00	0.00	0.00	0%	0.00	0%	2,000.00	
B	01	401	410														903.43
	410	ELEM DCD									0.00	0.00	(903.43)	0%	0.00	0%	903.43
	412	FFA															
R	01	400	298	412	301	099	401	412	Misc Revenue - FFA	(37,500.00)	0.00	(31,304.52)	83%	0.00	83%	(6,195.48)	
E	01	400	298	412	301	401	401	412	Supplies - FFA	37,500.00	0.00	33,977.08	91%	350.00	92%	3,172.92	
B	01	401	412														(1,747.93)
	412	FFA									0.00	0.00	4,420.49	0%	350.00	0%	(4,770.49)
	413	TRAPSHOOTING															
R	01	400	298	413	301	099	401	413	Misc Revenue - TRAPSHOO	(8,000.00)	0.00	(3,276.56)	41%	0.00	41%	(4,723.44)	
E	01	400	298	413	301	401	401	413	Supplies - TRAPSHOOTING	8,000.00	0.00	2,866.50	36%	0.00	36%	5,133.50	
B	01	401	413														9,426.51
	413	TRAPSHOOTING									0.00	0.00	(9,426.51)	0%	0.00	0%	9,836.57
	415	VOLLEYBALL															
R	01	400	298	415	301	099	401	415	Misc Revenue - VOLLEYBA	(7,000.00)	0.00	0.00	0%	0.00	0%	(7,000.00)	
E	01	400	298	415	301	401	401	415	Supplies -VOLLEYBALL	7,000.00	0.00	2,671.04	38%	0.00	38%	4,328.96	
B	01	401	415														5,055.96
	415	VOLLEYBALL									0.00	0.00	(5,055.96)	0%	0.00	0%	2,384.92
	416	GIRLS BASKETBAL															
R	01	400	298	416	301	099	401	416	Misc Revenue - GIRLS BASK	(100.00)	0.00	(2,593.50)	2594%	0.00	2594%	2,493.50	
E	01	400	298	416	301	401	401	416	Supplies - GIRLS BASKETB	100.00	0.00	1,881.96	1882%	0.00	1882%	(1,781.96)	
B	01	401	416														2,456.98
	416	GIRLS BASKETBAL									0.00	0.00	(3,168.52)	0%	0.00	0%	3,168.52
	417	SECONDARY LIBRA															
R	01	400	298	417	301	099	401	417	Misc Revenue - SECONDAR	(100.00)	0.00	(500.00)	500%	0.00	500%	400.00	
E	01	400	298	417	301	401	401	417	Supplies - SECONDARY LIBI	100.00	0.00	0.00	0%	0.00	0%	100.00	

Long Prairie-Grey Eagle Exp/Rev Detail - Fd, Crs Total S Period Ending March 31, 2025

Sequence: Fd, Group-Sub, L, Org, Pro, Crs, Fin, O/S

										25AB			% YTD	Remaining		
L	Fd	Org	Pro	Crs	Fin	O/S	Class	Sub	Description	Annual Budget	Period 202509	Year To Date	% YTD	Encumbrances	+ Enc	Balance
01	General															
		417	SECONDARY LIBRA													
B	01	401	417				400	417	SECONDARY LIBRA	0.00	0.00	(1,383.92)	0%	0.00	0%	1,383.92
		417	SECONDARY LIBRA													
		418	BOYS BASKETBALL													
R	01	400	298	418	301	099	401	418	Misc Revenue - BOYS BASK	0.00	0.00	(367.52)	0%	0.00	0%	367.52
E	01	400	298	418	301	401	401	418	Supplies - BOYS BASKETB/	0.00	0.00	805.96	0%	0.00	0%	(805.96)
B	01	401	418				400	418	BOYS BASKETBALL	0.00	0.00	(438.44)	0%	0.00	0%	438.44
		418	BOYS BASKETBALL													
		429	TRACK													
R	01	400	298	429	301	099	401	429	Misc Revenue - TRACK	(5,200.00)	0.00	0.00	0%	0.00	0%	(5,200.00)
E	01	400	298	429	301	401	401	429	Supplies - TRACK	5,200.00	0.00	0.00	0%	0.00	0%	5,200.00
B	01	401	429				400	429	TRACK	0.00	0.00	(916.28)	0%	0.00	0%	916.28
		429	TRACK													
		441	ELEMENTARY LIBR													
R	01	400	298	441	301	099	401	441	Misc Revenue - ELEMENTAF	(2,000.00)	0.00	(3,407.74)	170%	0.00	170%	1,407.74
E	01	400	298	441	301	401	401	441	Supplies - ELEMENTARY LIB	2,000.00	0.00	3,045.43	152%	0.00	152%	(1,045.43)
B	01	401	441				400	441	ELEMENTARY LIBR	0.00	0.00	(813.01)	0%	0.00	0%	813.01
		441	ELEMENTARY LIBR													
		446	WEB/LINK CREW													
R	01	400	298	446	301	099	401	446	Misc Revenue - WEB/LINK C	0.00	0.00	0.00	0%	0.00	0%	0.00
B	01	401	446				400	446	WEB/LINK CREW	0.00	0.00	(932.14)	0%	0.00	0%	932.14
		446	WEB/LINK CREW													
		451	CROSS COUNTRY													
R	01	400	298	451	301	099	401	451	Misc Revenue - CROSS COL	0.00	0.00	0.00	0%	0.00	0%	0.00
E	01	400	298	451	301	401	401	451	Supplies - CROSS COUNTR'	0.00	0.00	0.00	0%	0.00	0%	0.00
B	01	401	451				400	451	CROSS COUNTRY	0.00	0.00	(70.92)	0%	0.00	0%	70.92
		451	CROSS COUNTRY													
		452	ELEMENTARY BAND													
R	01	400	298	452	301	099	401	452	Misc Revenue - ELEMENTAF	(200.00)	0.00	(1,240.00)	620%	0.00	620%	1,040.00
E	01	400	298	452	301	401	401	452	Supplies - ELEMENTARY BA	200.00	1,010.25	1,010.25	505%	0.00	505%	(810.25)
B	01	401	452				400	452	ELEMENTARY BAND	0.00	0.00	(5,683.17)	0%	0.00	0%	5,683.17
		452	ELEMENTARY BAND													
		454	CHOIR													
R	01	400	298	454	301	099	401	454	Misc Revenue - CHOIR	(4,500.00)	0.00	(250.00)	6%	0.00	6%	(4,250.00)

Long Prairie-Grey Eagle

Exp/Rev Detail - Fd, Crs Total S

Period Ending March 31, 2025

Sequence: Fd, Group-Sub, L, Org, Pro, Crs, Fin, O/S

										25AB				% YTD	Remaining							
L	Fd	Org	Pro	Crs	Fin	O/S	Class	Sub	Description	Annual Budget	Period 202509	Year To Date	% YTD	Encumbrances	+ Enc	Balance						
01	General																					
	454	CHOIR																				
E	01	400	298	454	301	401	401	454	Supplies - CHOIR	4,500.00	0.00	0.00	0%	0.00	0%	4,500.00						
B	01	401	454				400	454	CHOIR	0.00	0.00	250.00	0%	0.00	0%	(250.00)						
	454	CHOIR														0.00	0.00	0.00	0%	0.00	0%	0.00
	457	ELEMENTARY ACTI																				
R	01	400	298	457	301	099	401	457	Misc Revenue - ELEMENTAF	(50,000.00)	0.00	(4,938.68)	10%	0.00	10%	(45,061.32)						
E	01	400	298	457	301	401	401	457	Supplies - ELEMENTARY AC	45,000.00	808.21	26,716.17	59%	4,391.84	69%	13,891.99						
B	01	401	457				400	457	ELEMENTARY ACTI	0.00	0.00	(89,652.25)	0%	0.00	0%	89,652.25						
	457	ELEMENTARY ACTI														(5,000.00)	808.21	(67,874.76)	1357%	4,391.84	1270%	58,482.92
	458	GIRLS HOCKEY																				
R	01	400	298	458	301	099	401	458	Misc Local Revenue	0.00	0.00	(2,147.85)	0%	0.00	0%	2,147.85						
E	01	400	298	458	301	401	401	458	Sup/Mat Non-Instr.	0.00	0.00	210.36	0%	0.00	0%	(210.36)						
	458	GIRLS HOCKEY														0.00	0.00	(1,937.49)	0%	0.00	0%	1,937.49
	459	GYMNASTICS																				
R	01	400	298	459	301	099	401	459	Misc Revenue - GYMNASTIC	(1,000.00)	0.00	0.00	0%	0.00	0%	(1,000.00)						
E	01	400	298	459	301	401	401	459	Supplies - GYMNASTICS	1,000.00	0.00	6,568.78	657%	0.00	657%	(5,568.78)						
B	01	401	459				400	459	GYMNASTICS	0.00	0.00	(14,010.36)	0%	0.00	0%	14,010.36						
	459	GYMNASTICS														0.00	0.00	(7,441.58)	0%	0.00	0%	7,441.58
	460	MARCHING BAND																				
R	01	400	298	460	301	099	401	460	Misc Revenue - MARCHING	(25,000.00)	0.00	(17,474.45)	70%	0.00	70%	(7,525.55)						
E	01	400	298	460	301	401	401	460	Supplies - MARCHING BAND	25,000.00	703.60	10,137.09	41%	2,100.00	49%	12,762.91						
B	01	401	460				400	460	MARCHING BAND	0.00	0.00	(40,860.87)	0%	0.00	0%	40,860.87						
	460	MARCHING BAND														0.00	703.60	(48,198.23)	0%	2,100.00	0%	46,098.23
	461	LETTERCLUB																				
R	01	400	298	461	301	099	401	461	Misc Revenue - LETTERCLU	(28,000.00)	0.00	(47,873.20)	171%	0.00	171%	19,873.20						
E	01	400	298	461	301	401	401	461	Supplies - LETTERCLUB	28,000.00	435.00	21,158.60	76%	275.00	77%	6,566.40						
B	01	401	461				400	461	LETTERCLUB	0.00	0.00	(14,523.01)	0%	0.00	0%	14,523.01						
	461	LETTERCLUB														0.00	435.00	(41,237.61)	0%	275.00	0%	40,962.61
	462	MINNESOTA HONOR																				
R	01	400	298	462	301	099	401	462	Misc Revenue - MINNESOTA	0.00	0.00	0.00	0%	0.00	0%	0.00						
E	01	400	298	462	301	401	401	462	Supplies - MINNESOTA HON	0.00	0.00	161.18	0%	0.00	0%	(161.18)						
B	01	401	462				400	462	MINNESOTA HONOR	0.00	0.00	(351.03)	0%	0.00	0%	351.03						
	462	MINNESOTA HONOR														0.00	0.00	(189.85)	0%	0.00	0%	189.85

Long Prairie-Grey Eagle Exp/Rev Detail - Fd, Crs Total S Period Ending March 31, 2025

Sequence: Fd, Group-Sub, L, Org, Pro, Crs, Fin, O/S

										25AB				% YTD	Remaining	
L	Fd	Org	Pro	Crs	Fin	O/S	Class	Sub	Description	Annual Budget	Period 202509	Year To Date	% YTD	Encumbrances	+ Enc	Balance
01	General															
	465	SECONDARY ACTIV														
R	01	400	298	465	301	099	401	465	Misc Revenue - SECONDAR	(8,000.00)	0.00	(8,254.98)	103%	0.00	103%	254.98
E	01	400	298	465	301	401	401	465	Supplies - SECONDARY AC	8,000.00	0.00	5,294.06	66%	2,915.78	103%	(209.84)
B	01	401	465				400	465	SECONDARY ACTIV	0.00	0.00	(14,818.56)	0%	0.00	0%	14,818.56
	465	SECONDARY ACTIV								0.00	0.00	(17,779.48)	0%	2,915.78	0%	14,863.70
	467	YEARBOOK														
R	01	400	298	467	301	099	401	467	Misc Revenue - YEARBOOK	(10,000.00)	0.00	(1,815.17)	18%	0.00	18%	(8,184.83)
E	01	400	298	467	301	401	401	467	Supplies - YEARBOOK	10,000.00	0.00	0.00	0%	0.00	0%	10,000.00
B	01	401	467				400	467	YEARBOOK	0.00	0.00	7,737.34	0%	0.00	0%	(7,737.34)
	467	YEARBOOK								0.00	0.00	5,922.17	0%	0.00	0%	(5,922.17)
	469	GIRLS TENNIS														
R	01	400	298	469	301	099	401	469	Misc Revenue - GIRLS TENN	(2,000.00)	0.00	(525.43)	26%	0.00	26%	(1,474.57)
E	01	400	298	469	301	401	401	469	Supplies - GIRLS TENNIS	2,000.00	0.00	0.00	0%	0.00	0%	2,000.00
B	01	401	469				400	469	GIRLS TENNIS	0.00	0.00	(2,597.28)	0%	0.00	0%	2,597.28
	469	GIRLS TENNIS								0.00	0.00	(3,122.71)	0%	0.00	0%	3,122.71
	470	SECONDARY STUDE														
R	01	400	298	470	301	099	401	470	Misc Revenue - SECONDAR	(7,500.00)	0.00	(2,061.77)	27%	0.00	27%	(5,438.23)
E	01	400	298	470	301	401	401	470	Supplies - SECONDARY STL	7,500.00	0.00	936.18	12%	0.00	12%	6,563.82
B	01	401	470				400	470	SECONDARY STUDE	0.00	0.00	(12,158.49)	0%	0.00	0%	12,158.49
	470	SECONDARY STUDE								0.00	0.00	(13,284.08)	0%	0.00	0%	13,284.08
	472	INTEREST														
R	01	400	298	472	301	099	401	472	Misc Revenue - INTEREST	0.00	0.00	0.00	0%	0.00	0%	0.00
B	01	401	472				400	472	INTEREST	0.00	0.00	0.00	0%	0.00	0%	0.00
	472	INTEREST								0.00	0.00	0.00	0%	0.00	0%	0.00
	473	SOFTBALL														
R	01	400	298	473	301	099	401	473	Misc Revenue - SOFTBALL	0.00	0.00	(305.00)	0%	0.00	0%	305.00
E	01	400	298	473	301	401	401	473	Supplies - SOFTBALL	0.00	0.00	200.00	0%	0.00	0%	(200.00)
B	01	401	473				400	473	SOFTBALL	0.00	0.00	(2,074.27)	0%	0.00	0%	2,074.27
	473	SOFTBALL								0.00	0.00	(2,179.27)	0%	0.00	0%	2,179.27
	474	BASEBALL														
R	01	400	298	474	301	099	401	474	Misc Revenue - BASEBALL	(800.00)	0.00	0.00	0%	0.00	0%	(800.00)
E	01	400	298	474	301	401	401	474	Supplies - BASEBALL	800.00	0.00	0.00	0%	0.00	0%	800.00
B	01	401	474				400	474	BASEBALL	0.00	0.00	(0.65)	0%	0.00	0%	0.65
	474	BASEBALL								0.00	0.00	(0.65)	0%	0.00	0%	0.65

Long Prairie-Grey Eagle Exp/Rev Detail - Fd, Crs Total S Period Ending March 31, 2025

Sequence: Fd, Group-Sub, L, Org, Pro, Crs, Fin, O/S

										25AB			% YTD	Remaining												
L	Fd	Org	Pro	Crs	Fin	O/S	Class	Sub	Description	Annual Budget	Period 202509	Year To Date	% YTD	Encumbrances	+ Enc	Balance										
01	General																									
	475	FOOTBALL																								
R	01	400	298	475	301	099	401	475	Misc Revenue - FOOTBALL	(10,000.00)	0.00	(7,199.70)	72%	0.00	72%	(2,800.30)										
E	01	400	298	475	301	401	401	475	Supplies - FOOTBALL	10,000.00	0.00	7,540.59	75%	0.00	75%	2,459.41										
B	01	401	475														400	475	FOOTBALL	0.00	0.00	(9,625.18)	0%	0.00	0%	9,625.18
	475	FOOTBALL														0.00	0.00	(9,284.29)	0%	0.00	0%	9,284.29				
	490	CLASS OF 2030																								
R	01	400	298	490	301	099	401	490	CLASS OF 2030	(5,700.00)	0.00	(6,753.00)	118%	0.00	118%	1,053.00										
E	01	400	298	490	301	401	401	490	CLASS OF 2030	5,700.00	0.00	2,659.55	47%	1,306.68	70%	1,733.77										
B	01	401	490														400	490	CLASS OF 2030	0.00	0.00	0.00	0%	0.00	0%	0.00
	490	CLASS OF 2030														0.00	0.00	(4,093.45)	0%	1,306.68	0%	2,786.77				
	491	CLASS OF 2021																								
R	01	400	298	491	301	099	401	491	Misc Revenue - CLASS OF 2021	(10,000.00)	0.00	0.00	0%	0.00	0%	(10,000.00)										
E	01	400	298	491	301	401	401	491	Supplies - CLASS OF 2021	10,000.00	0.00	0.00	0%	0.00	0%	10,000.00										
B	01	401	491														400	491	CLASS OF 2021	0.00	0.00	0.00	0%	0.00	0%	0.00
	491	CLASS OF 2021														0.00	0.00	0.00	0%	0.00	0%	0.00				
	492	CLASS OF 2022																								
R	01	400	298	492	301	099	401	492	Misc Revenue - CLASS OF 2022	(100.00)	0.00	0.00	0%	0.00	0%	(100.00)										
E	01	400	298	492	301	401	401	492	Supplies - CLASS OF 2022	100.00	0.00	0.00	0%	0.00	0%	100.00										
B	01	401	492														400	492	CLASS OF 2022	0.00	0.00	0.00	0%	0.00	0%	0.00
	492	CLASS OF 2022														0.00	0.00	0.00	0%	0.00	0%	0.00				
	493	CLASS OF 2023																								
R	01	400	298	493	301	099	401	493	Misc Revenue - CLASS OF 2023	(100.00)	0.00	0.00	0%	0.00	0%	(100.00)										
E	01	400	298	493	301	401	401	493	Supplies - CLASS OF 2023	100.00	0.00	0.00	0%	0.00	0%	100.00										
B	01	401	493														400	493	CLASS OF 2023	0.00	0.00	0.00	0%	0.00	0%	0.00
	493	CLASS OF 2023														0.00	0.00	0.00	0%	0.00	0%	0.00				
	494	CLASS OF 2024																								
R	01	400	298	494	301	099	401	494	Misc Revenue - CLASS OF 2024	(100.00)	0.00	0.00	0%	0.00	0%	(100.00)										
E	01	400	298	494	301	401	401	494	Supplies - CLASS OF 2024	100.00	0.00	0.00	0%	0.00	0%	100.00										
B	01	401	494														400	494	CLASS OF 2024	0.00	0.00	0.00	0%	0.00	0%	0.00
	494	CLASS OF 2024														0.00	0.00	0.00	0%	0.00	0%	0.00				
	495	CLASS OF 2025																								
R	01	400	298	495	301	099	401	495	Misc Revenue - CLASS OF 2025	(5,000.00)	0.00	(550.00)	11%	0.00	11%	(4,450.00)										
E	01	400	298	495	301	401	401	495	Supplies - CLASS OF 2025	5,000.00	0.00	0.00	0%	0.00	0%	5,000.00										

Long Prairie-Grey Eagle

Exp/Rev Detail - Fd, Crs Total S

Period Ending March 31, 2025

Sequence: Fd, Group-Sub, L, Org, Pro, Crs, Fin, O/S

											25AB			% YTD	Remaining	
L	Fd	Org	Pro	Crs	Fin	O/S	Class	Sub	Description	Annual Budget	Period 202509	Year To Date	% YTD	Encumbrances	+ Enc	Balance
01	General															
		495	CLASS OF 2025													
B	01	401	495				400	495	CLASS OF 2025	0.00	0.00	(2,658.83)	0%	0.00	0%	2,658.83
		495	CLASS OF 2025													
										0.00	0.00	(3,208.83)	0%	0.00	0%	3,208.83
		496	CLASS OF 2026													
R	01	400	298	496	301	099	401	496	Misc Revenue - CLASS OF 2026	0.00	0.00	(1,140.00)	0%	0.00	0%	1,140.00
E	01	400	298	496	301	401	401	496	Supplies - CLASS OF 2026	0.00	918.08	1,403.96	0%	592.66	0%	(1,996.62)
B	01	401	496				400	496	CLASS OF 2026	0.00	0.00	(4,631.48)	0%	0.00	0%	4,631.48
		496	CLASS OF 2026													
										0.00	918.08	(4,367.52)	0%	592.66	0%	3,774.86
		497	CLASS OF 2027													
R	01	400	298	497	301	099	401	497	Misc Revenue - CLASS OF 2027	0.00	0.00	(200.00)	0%	0.00	0%	200.00
E	01	400	298	497	301	401	401	497	Supplies - CLASS OF 2027	0.00	0.00	0.00	0%	0.00	0%	0.00
B	01	401	497				400	497	CLASS OF 2027	0.00	0.00	(7,847.53)	0%	0.00	0%	7,847.53
		497	CLASS OF 2027													
										0.00	0.00	(8,047.53)	0%	0.00	0%	8,047.53
		498	CLASS OF 2028													
R	01	400	298	498	301	099	401	498	Misc Revenue - CLASS OF 2028	0.00	0.00	0.00	0%	0.00	0%	0.00
E	01	400	298	498	301	401	401	498	Supplies - CLASS OF 2028	0.00	0.00	0.00	0%	0.00	0%	0.00
B	01	401	498				400	498	CLASS OF 2028	0.00	0.00	(3,025.15)	0%	0.00	0%	3,025.15
		498	CLASS OF 2028													
										0.00	0.00	(3,025.15)	0%	0.00	0%	3,025.15
		499	CLASS OF 2029													
R	01	400	298	499	301	099	401	499	Misc Revenue - CLASS OF 2029	0.00	0.00	(7,466.00)	0%	0.00	0%	7,466.00
E	01	400	298	499	301	401	401	499	Supplies - CLASS OF 2029	0.00	0.00	4,091.55	0%	1,306.68	0%	(5,398.23)
B	01	401	499				400	499	CLASS OF 2029	0.00	0.00	(27.50)	0%	0.00	0%	27.50
		499	CLASS OF 2029													
										0.00	0.00	(3,401.95)	0%	1,306.68	0%	2,095.27
01	General									(5,000.00)	3,875.14	(255,727.06)	5115%	13,238.64	4850%	237,488.42
Report Totals:										(5,000.00)	3,875.14	(255,727.06)	5115%	13,238.64	4850%	237,488.42



March 17, 2025
Activities Board Report

Thank You:

- PowerAde for our Schools:
- Lions Club: Post Prom Donation of \$2,000

Activity Fundraising 2025-26

- Donkey Basketball—Projected Date of November 22, 2025
- Timberwolves:
 - Educational Day→ will bring our SALT team to that—Date: TBD
 - Timberwolves Experience Day→ Date: TBD
 - Youth Showcase + Fan Tunnel + Courtside Kids
 - **Youth Showcase:** a team could play for 7 minutes pre-game and half time of game
 - **Youth Tunnel:** fans stand out for starting line ups
 - **Courtside Kids:** Waiting to hear details on this.
 - **How does LPGE Benefit?**
 - LPGE Community members purchase tickets for the 200 level seating.
 - A portion of the ticket will be donated back to our Activities Department.
 - **Example:** \$20 Ticket
 - **LPGE Receives** \$5.

MSHSL Appeal Status:

Classification Appeals and Competitive Section Placement Process

Thank you to the 81 schools that submitted appeals to move down one class in activities in which appeals are allowed according to board policy.

Below is an update on work being done on the Classification Appeals and Competitive Section Placement process, including recent and next steps:

- **Tuesday, March 11:** A subgroup of the AD Advisory Committee met to review and score the submitted appeals based on the established rubric.
- **Wednesday, March 12:** The full AD Advisory Committee met to consider all submitted appeals. Activity Directors from the submitting schools were invited to address the committee.
- **Friday, March 14:** The Board of Directors' Executive Committee will meet to review the appeal recommendations from the AD Advisory Committee.
- **Week of March 17:** Schools will be notified of the appeal results.
 - League staff continues to work on developing section maps.
- **Tuesday, April 1:** The full AD Advisory Committee will meet to review all section assignments.
- **Thursday, April 3:** The Board of Directors will take action on the AD Advisory Committee's appeal recommendations and all section placements.

District Football Placement Process

The District Football Placement process will begin after the Board of Directors takes action on the AD Advisory Committee's appeal recommendations and section placements on April 3. The Board will then review and take action on the District Football Placements at the June 3 meeting.

Junior High Basketball Seasons—Discussion happening at the AD Conference March 25-27

- Many conferences around the area are choosing to go with select “seasons” for either JHGGB or JHBBB. Prairie Conference is determining the following at our March Meeting:
 - JHGGB always before Christmas
 - JHBBB always after Christmas
 - Continue to alternate seasons even though it will affect scheduling
 - School Districts deciding on their own what they are doing

Coaches Resignation:

- NA

Coaching Recommendations:

- Callie Schleicher → JV Softball

Open Coaching Positions:

- JH Baseball x1
- JH Volleyball
- Head Football



Community Education

- Long Prairie-Grey Eagle Community Education held our annual LPGE Preschool Open House on Tuesday, February 25th. This was an opportunity for parents and students to meet the staff and teachers, tour next year's classroom, and secure enrollment for next year's preschool. The night was very successful with well over 30 children already enrolled for preschool next year.
- All coaches in the LPGE Community Education Program will be required to participate in NAYS youth coaches training. This training will educate coaches on working with youth and parents, motivating kids, building confidence, and instilling sportsmanship, and safety.
- The 2025 Summer Community Education Brochure has been submitted to the printer and will be distributed the first week of April. As a reminder, this is one month earlier than in the past. This idea came from constituents as a way to help parents have more lead time to prepare for summer activities.
- I am in the process of hiring workers and coaches for this year's summer recreation staff. This year we are having all of our summer youth staff attend an at-work seminar that will take place in the first week of June. This program educates our youth workers on best practices, employment law, and skill-building. If you know of anyone interested in helping with our youth programs please have them contact me at the LPGE Community Education Office.

21st Century

- Planning is in its final stages for this year's Thunder Summer Academy. The first week of TSA will take place on June 23rd - June 26th. Week one's highlight is a visit from The Science Crew which is a group that is dedicated to bringing hands-on science to schools. Week two which is July 14th - July 17th will feature a visit to the Andria Theatre in Alexandria. The final week July 28th - July 31st a trip to The Como Park Zoo and Conservatory is planned. Classes will take place from 7:30 a.m. to 12:30 p.m. each day, with the exception of July 31st which will run from 7:30 a.m. to 3:30 p.m. to accommodate the trip to Como Park.
- The 21st Century staff attended the M3 Huddle on Tuesday, March 12 at the St. Cloud Library. This is a required training activity for all 21st Century Grant recipients. M3 Huddle is a Data Analysis retreat that is facilitated by Ignite After School. This all-day retreat helps after-school programs analyze the data that they have collected throughout the grant year. The data is used to highlight and celebrate program successes, and to help grantees create goals for areas that need to be improved. It is always a very intense day of making meaning of all the surveys, testimonials, test scores, and state feedback that are collected. The information and goals will be shared with all of the staff that teach or instruct classes at the 21st CCLC professional development day



Federal Programs

- The Achievement and Integration Grant has been submitted for the 2024-2025 school year. This grant is approximately \$220,000 and is focused on ensuring racial and economic integration, increasing student achievement, creating equitable opportunities, and reducing academic disparities. The grant aids in funding several of our ESL paraprofessionals, professional development, and student success activities including the Academic and Career Fair.
- The Career Fair will take place on Friday, March 28th. This is the second year that we have reinstated the fair back into our school day. This year's LPGE Career and College Fair will feature 35 presentations on various careers and 10+ colleges, universities, and military representatives. New to the fair this year is also 7 businesses that will have booths for students seeking summer or post-secondary job placement. A huge thank you to the LPGE Career Fair Team that have volunteered to help out with this huge undertaking: Luan Thomas-Brunckhorst, Audrey Morrill, Stacey Custer, Jonathan Young, Barton Rud and Brad Evenson.

LPGE Technology Board Report

March 17, 2025

Update for March

We have been busy working on setting up new computers for teachers and staff. We have a three-per-day schedule until May to get them all set up before school is out. Things are going smoothly. Some can take up to two hours and some only 10 min. It all depends on the teacher or staff member's uses for the laptop. Teachers have been commenting on how fast the new devices are. It was a welcome upgrade.

I have all the PO's in for the summer upgrades with TechCheck. This will include a new core network system for the district. We will also be replacing the entire security system. This will include distributing all new keyfobs to every employee and upgrading the door phones. We are planning on starting this in June.

I have also been working on renewing our contract for filtering. We were planning on going with a new company as our current one had a significant price increase. I told our current company we were leaving and they magically matched the price for 3 years. It never hurts to ask for a discount.

The split system heat pump has been installed in the main network closet in the Secondary. This will assure we don't have any overheating issues this summer when the HVAC system is turned off at the Secondary. This closet is the core of the entire district.

Mr. Froke and I are working with a company to get bids for the lights in the auditorium. This is something that was talked about last summer. The lighting system is original equipment from when the high school was built. I will have more information next month on what we find out on replacement.

Mitchell Ganske
LPGE Technology Director

Long Prairie-Grey Eagle Principals' Report

March 2025

One District

1. The Spring Concert season is quickly approaching. We have a series of both choir and band concerts planned:
 - a. April 28 - Grade 5-8 Band Concert at 7:00
 - b. May 1- Grades K-2 Concert at 1:30
 - c. May 2 - Grades 3-5 Concert at 1:30
 - d. May 5 - Grade 9-12 Band Concert at 7:00
 - e. May 19 - Grades 6-12 Choir Concert at 7:00

Elementary School

1. Breakfast and Books
 - a. This year we welcomed 293 special adults who came to read with our students. We served over 900 donuts. We would like to thank all of the guests who came to read. Your presence was a highlight for every child.



2. Kindergarten Registration

- a. Registration will take place on Thursday, March 20. Incoming students will be divided into 3 time groups: 3:30, 4:30 and 6:30. This event will be an Open House style and a fun event for all.

3. 6th Grade Math Masters

- a. **Shout Out** to the 6th Grade Math Masters students! They've been working extra hard two nights a week since the end of January and enjoyed finishing the season with a competition in Osakis.
- b. The Thunder Blue team took 2nd place in the team round, Eddison Bitz finished 1st place in the individual round and 4th place in the fact drill competition.
- c. LPGE 6th grade Math Masters members are: Shelby Dorman, Eddison Bitz, Axel Wettstein, Jordan Koopmeiners, Calvin Westerberg, Peyton Remer, Jo Thomas, Ben Ecker and Oakley Dreher.



4. Color Run Fundraiser Kicks Off

- a. Our fundraiser kicks off on March 28. Students will collect money for 2 weeks.
- b. Our Sixth Annual Color Run will take place on Friday, May 9.

Secondary School

1. Civics - Fall 2025

- a. This is a required class, beginning with the 9th grade students, for the 2025 - 2026 school year.
- b. This needs to be a one credit course for students in 11th or 12th grade.
- c. We have redone the coursework for social studies beginning in the fall semester of the 2025 - 2026 school year.

2. Personal Finance Class

- a. Legislation requiring 1 credit course of personal finance for students in grades 10th -12th grade.
(Effective for 2024 - 2025 9th grade students)
- b. Propose to hold off implementation until 2026-2027 school year.
 - i. implementation would start with that year's 11th grade students.
 - ii. Classes will comprise of 3 or 4 sections
 - iii. Class would be implemented through the FACS department
- c. Concerns:
 - i. Due to Hanson teaching 3 - 4 sections of Personal Finance along with 7th / 8th grade FACS class, it could potentially leave room for 1 hour of FACS in 9-12 grade.
Perkins funding puts the culinary arts department at the forefront of what curriculum we will offer for that hour.
We have 2 choices if 4 sections of Personal Finance are needed:
Drop Child Development
Pay Hanson an overload to also teach Child Development

We will make these detailed decisions during the next school year

3. Blood Drive

- a. Mr. Blanchard and the Minnesota Honor Society students had another successful blood drive on March 11. As of this writing, over fifty individuals have given blood.

Superintendent's Report

Monday, March 17th, 2025

1. February enrollment spreadsheet
2. February Forecast - March 6th
\$460m surplus - UI increase to the fund
and the Governor's Hold Harmless to
Compensatory
2.74% per pupil formula increase
3. Capitol Projects

Enrollment Report
 Long Prairie Grey Eagle ISD #2753
 2024-2025 School Year
 March over February (M/M)

	<u>March, 2025</u>	<u>March, 2025 ADM</u>
Kindergarten	71	70.19
1	60	58.66
2	69	67.91
3	71	69.25
1-3 Total	200	195.82
4	75	70.92
5	73	72.27
6	76	75.28
4-6 Total	224	218.47
K-6 Total	495	484.48
7	84	82
8	85	83
9	91	93
10	78	78
11	65	67
12	65	64
7-12 total	468	467
Total K-12	962	951.48
ECSE	40	

	<u>February, 2025</u>	<u>February, 2025 ADM</u>
Kindergarten	72	70.59
1	60	58.66
2	71	70.77
3	70	68.88
1-3 Total	201	198.31
4	74	70.53
5	74	73.27
6	76	75.27
4-6 Total	224	219.07
Elem Total	497	487.97
7	84	82
8	84	83
9	92	93
10	79	78
11	67	69
12	65	64
7-12 Total	471	469
Total K-12	968	956.97
ECSE	35	

Enrollment Report
 Long Prairie Grey Eagle ISD #2753
 2024-2025 School Year
 March Y/Y

	<u>March, 2025</u>	<u>March, 2025 ADM</u>	<u>March, 2024</u>	<u>March, 2024 ADM</u>
Kindergarten	71	70.19	64	63.25
1	60	58.66	71	68.75
2	69	67.91	68	70.25
3	71	69.25	65	66.75
1-3 Total	200	195.82	204	205.75
4	75	70.92	74	74
5	73	72.27	78	78.5
6	76	75.28	72	72.25
4-6 Total	224	218.47	224	224.75
K-6 Total	495	484.48	492	493.75
7	84	82	81	80.25
8	85	83	92	91
9	91	93	80	79.5
10	78	78	69	74
11	65	67	76	76.5
12	65	64	76	76.75
7-12 total	468	467	474	478
Total K-12	962	951.48	966	971.75
ECSE	40		43	

Enrollment over SY '25

October 1st		December 1st		March 1st	
<u>Seated</u>	<u>ADM's</u>	<u>Seated</u>	<u>ADM's</u>	<u>Seated</u>	<u>ADM's</u>
966	956.13	970	958.72	962	951.48

The following resolution was moved by _____ and seconded by _____:

RESOLUTION ACCEPTING DONATIONS for March 2025

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 Long Prairie Grey Eagle, ISD 2753, gratefully accepts the following donations as identified below:

Donor	Item	Designated Purpose (if any)
Magnifi Financial	\$50	WEB Crew Fishing Event
American Legion Post 12	\$100	WEB Crew Fishing Event
Breitenfeldt Group	\$50	WEB Crew Fishing Event
Scheels	\$50 Gift Card	WEB Crew Fishing Event
Guns Galore	\$25 Gift Card	WEB Crew Fishing Event
Janelle Johnson, Julie Mckenzie, Chip Hortness, Steve Hortness	\$250	Stan Hortness Memorial
Fleet Supply of Long Prairie	\$50	Post Prom
Magnifi Financial	\$250	Post Prom
Breitenfeldt Group	\$50	Post Prom
Long Prairie Health Care Center	\$100	Post Prom
Long Prairie Rotary Club	\$225	Post Prom
Felling Trailers, Inc	\$100	Post Prom
Budget Inn	\$3000	HS Activity Acct
Neville Hardware – Swanville	\$200	Post Prom
Arc Electrical Service Inc	\$100	Post Prom
Power 4 You	\$419.37	Letterclub

The vote on adoption of the Resolution was as follows:

Aye:

Nay: ____

Absent: _____

Whereupon, said Resolution was declared duly adopted.

By: _____
Chair

By: _____
Clerk

LONG PRAIRIE-GREY EAGLE PUBLIC SCHOOLS 2024-25 SCHOOL CALENDAR

AUGUST/SEPTEMBER						October					17-18 No School				
Workshop Days	26	27	28	29	30	1	2	3	4						
26-29	2	3	4	5	6	7	8	9	10	11					
28 Open House	9	10	11	12	13	14	15	16	17	18					
3 First Day Ka-12	16	17	18	19	20	21	22	23	24	25					
4 First Day Kb	23	24	25	26	27	28	29	30	31						
	30														
	Staff	4 Contract			20						Contract 21				
NOVEMBER						DECEMBER					No School 24-31				
6 End of 1st Qtr					1	2	3	4	5	6					
11 Prof. Dev. Day															
14 PT Conf. K-12	4	5	6	7	8	9	10	11	12	13					
21 PT Conf. K-12	11	12	13	14	15	16	17	18	19	20					
27 - Prof. Dev.	18	19	20	21	22	23	24	25	26	27					
28-29 Thanksgiving	25	26	27	28	29	30	31								
	Staff	2 Contract			17						Staff 1 Contract 15				
JANUARY						FEBRUARY					13-14 Prof. Develop. Day 17 President's Day				
1 No School			1	2	3	3	4	5	6	7					
	6	7	8	9	10	10	11	12	13	14					
17 End of 1st Sem.	13	14	15	16	17	17	18	19	20	21					
20 Professional Development Day	20	21	22	23	24	24	25	26	27	28					
	27	28	29	30	31										
	Staff	1 Contract			21						Staff 2 Contract 17				
MARCH						APRIL					17 Pro Dev. 18-21 Spring Break				
6 PT Conferences	3	4	5	6	7	1	2	3	4	5					
20 End of 3rd Qtr	10	11	12	13	14	7	8	9	10	11					
21 & 24 Prof. Development Day	17	18	19	20	21	14	15	16	17	18					
	24	25	26	27	28	21	22	23	24	25					
	31					28	29	30							
	Staff	2 Contract			19						Staff 1 Contract 19				
MAY						JUNE					166 17 2 PTC 185 19 Juneteenth				
Last Day of School				1	2	2	3	4	5	6					
Graduation 7:00	5	6	7	8	9	9	10	11	12	13					
26 Memor. Day	12	13	14	15	16	16	17	18	19	20					
23 End of 4th Qtr	19	20	21	22	23	23	24	25	26	27					
	26	27	28	29	30	30									
	Staff	4 Contract			17										

<p>Important Dates: First Day of School: Sept. 3 for gr. Ka-12 & Sept. 4 for Kb Last Day of School is May 23 Last Day for Seniors & Graduation is May 23rd Student days shown by light blue, staff only by light purple, Gray indicates no school</p>	<p>Legend</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #d9e1f2;">PD</td> <td style="background-color: #d9e1f2;">School</td> <td style="background-color: #d9e1f2;">Closed</td> <td style="background-color: #d9e1f2;">Paid Holiday</td> </tr> <tr> <td style="background-color: #d9e1f2;">PTC</td> <td colspan="3" style="text-align: center;"><i>No school on profess. development days</i></td> </tr> </table>	PD	School	Closed	Paid Holiday	PTC	<i>No school on profess. development days</i>		
PD	School	Closed	Paid Holiday						
PTC	<i>No school on profess. development days</i>								

Ideal Construction LLC
 26932 490th ST
 Staples, MN 56479

Estimate

Date	Estimate #
6/25/2024	691

Name / Address
Long Prairie Grey Eagle School 205 2nd St S Long Prairie MN 56347

Project

Description	unit	Qty	Rate	Total
Harmony park parking lot on the south side of elementary school: reclaim existing parking lot 43,000 sq ft. shape and compact reclaim 2.5" bituminous wearing course I did not figure striping parking lot. if needed add \$2,000.00			65,500.00	65,500.00

Subtotal			\$65,500.00
Sales Tax (6.875%)			\$0.00
Total			\$65,500.00

Phone #	Fax #	E-mail	Web Site
218-894-3105		idealconst58@yahoo.com	idealconstructionmn.com

Quote for LP GE Harmony Park Lot

06/10/2024 7:27AM Page 1

KNIFE RIVER CORPORATION - NC
4787 Shadow Wood Drive NE
Sauk Rapids, MN 56379

Phone: (320) 251-9472
Fax: (320) 258-2940

Bond: Included
Sales Tax:
Bid Date:

Quote To: Daniel Ludvigson
Long Prairie Grey Eagle Schools
205 2nd Street South
Long Prairie MN 56347

Phone: (320) 357-3605
Fax:
Email: dludvigson@lpge.k12.mn.us

Quote is valid for 15 days.

Item	Description	Quantity	Unit	Unit Price	Extension
10	Mobilization				
20	Reclaim Existing Lot				
30	Shaping Reclaim for Paving				
40	Pave One Lift 2.5" Compacted Bituminous Lift				
50	Stripe Lot				
				Total Quote: \$	74,900.00

Inclusions/Exclusions:

NOTES:

1. All items tied, unless approved by Estimator.
2. Quote is valid for 15 days.
3. No Signs, curb, shouldering, top soil, or turf restoration included.
4. Lot approx 42,000 SF.

PAYMENT TERMS:

1. To accept this proposal, sign and return a copy to Knife River Corp.
2. A valid credit account with Knife River Corp. is required before work will be scheduled.
3. No retainage is provided for in this quotation or per owner as required in plans and spec's. Any deducts due to material deficiencies must be in writing and Knife River Corp. notified prior to the invoice being due.
4. All work becomes due and payable within 30 days of the invoice. Balances beyond 30 days are subject to finance charges in accordance with the credit agreement.

ACCEPTANCE:

All material is guaranteed to be as specified. All work will be completed in a workmanlike manner according to standard practices.

Your signature indicates you agree to the prices, specifications and conditions as stated. It gives us authorization to do the work specified and payment will be made as outlined above.

Signature: _____

Signature: 

Printed Name: _____

Printed Name: Adam J. Suima

Title: _____

Title: Estimator/Project Manager

Firm: _____

Firm: Knife River Corporation - North Central

Date: _____

Date: 6-10-24

Long Prairie Elementary
Walk in Cooler Door replacement
2-10-25

LINDSTROM REFRIGERATION, LLC
DBA Nathe Refrigeration
13265 Miltons Carlos Road NE
Carlos, MN 56319
320-352-6085
codv.natherefrigeration@gmail.com

ESTIMATE

PART #	DESCRIPTION	PRICE
Crown-Tonka	new 31x28 Retro cooler door.	2975 ⁰⁰
	w/Flate Face Frame, white.	
	Freight	400
	Labar	500
	Grand total	3875 ⁰⁰

Explanation of Work:

This is price as a standard change out, meaning the wall mounting surface is in good shape to remount new door frame, we will not know what it looks like until removal of old door. Anything extra will be added.

Proposal

GRAHAM REFRIGERATION, INC.

Wadena, MN

Telephone: (218) 631-3857

Proposal Submitted to: Long Prairie-Grey Eagle Schools 205 2 nd Street South Long Prairie, MN 56347	Location: Elementary School-Long Prairie, MN Telephone: (320) 732-2194 (605) 809-7017 E-Mail: ktrierweiler@lpge.k12.mn.us
Date: February 12, 2025	

We Propose hereby to furnish material and labor – complete in accordance with specifications below, for the sum of:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications below involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation insurance.

Authorized Signature Darin Thompson

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Walk In Cooler Door to replace existing door.

Price \$3,807.59

Note: Above price does not include freight, installation, or electrical wiring.

Estimated freight is \$450.00.

Estimated installation is \$1,500.00 - \$2,000.00. Work will be done on time and material basis.

Thank You for the opportunity to give you this quote.

Acceptance of Proposal -- The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: _____ Date of Acceptance: _____



Quote

02/12/2025

Project:
Long Prairie School Cooler Door Replacement

From:
SCR
Jason Ellering
604 Lincoln Ave NE
St. Cloud, MN 56304-0248
(320)251-6861
320-258-5141 (Contact)

Job Reference Number: 5473

Item	Qty	Description	Sell	Sell Total
1	1 ea	COOLER DOOR Custom Model No. CROWN 30.625 W x 78.5 H Finished Opening In-Fit Overlap Walk-In 4" Cooler Door w/L-Shaped Frame For 10.375" Walls w/ BackJamb w/o Floor - Finish white embossed	\$2,828.00	\$2,828.00
	1 ea	DEDUCT Deduct for standard galvanized embossed finish	\$-250.00	\$-250.00
			ITEM TOTAL:	\$2,578.00
2	1 ea	MATERIALS Custom Model No. MATERIALS Materials necessary to demo existing door and modify cooler opening to install new door and frame	\$275.00	\$275.00
			ITEM TOTAL:	\$275.00
3	1 ea	INSTALLATION Custom Model No. INSTALLATION Installation includes removal of existing cooler door, prepping cooler opening, and install new cooler door	\$2,080.00	\$2,080.00
			ITEM TOTAL:	\$2,080.00
			Total	\$4,933.00

Prices Good Until: 03/14/2025



Unless noted sales tax, freight and installation are not included.
SCR Quote Declarations

The above quoted prices do not include:

- * Electrical wiring * Control wiring
 - * Plumbing * Roof work and penetrations
 - * Structural work * Roof flashing
 - * Permits * Premium time
 - * Tax * Engineered Drawings
 - * Equipment Disposal * Floor cutting & patching
 - * Refrigeration under floor * PVC, pits and trenching
 - * Freight * Normal cleaning & maintenance
 - * 4 year extended compressor warranties - quoted separately
- Date: _____ Initial: _____

Warranty Statement

In all cases, unless otherwise noted, equipment manufacturer's warranties will apply and be honored by SCR and it is the customer's responsibility to be aware of warranty time periods and start dates. Food product is the customer's responsibility and is not covered under any warranty.

- New equipment: 90 days Labor 1 year Parts
- Per manufacturer - typical 1 year parts
- Refurbished equipment: Labor Parts
- Existing and owner provided equipment - No warranty
- 90 day SCR warranty on LED labor, 5 yr. Innovative Lighting manufacturer's warranty on parts

Notes:

- Electrical information or plan is not an engineered design, it is provided in good faith and is for electrical contractor to design, not for bidding or building purposes
- Lost product/business due to any refrigeration malfunction is the owner's responsibility as temp checks are owner's responsibility.
- Installation prices can vary depending upon what equipment is purchased.
- Any alteration or deviation from above specifications involving extra costs will be above the estimate.
- Installation is also dependent upon contractor being ready at job site upon our arrival. This correlates closely with electricians, plumbers, and carpenters.
- All work to be completed in a workmanlike manner according to standard practices.
- This agreement is contingent upon accidents or delays beyond our control.
- Owner is to carry necessary construction insurance.

All manufacturers have strict guidelines on how to operate and maintain their equipment. It is very important the owner/operator familiarizes themselves with the manufacturer's owner's manuals that are provided with the equipment when delivered. If the owner/operator need s additional information or is unclear on use of equipment SCR will assist with this or provide additional training. Manufacturer's warranties will be void if owner/operator use equipment in a manner that is inconsistent with operation manual. When dealing with equipment that is not serviced by SCR, it is up to the owner/operator to contact manufacturer to get an approved service agent for equipment in question. Warranty claims need to be handled between end user and manufacturer for proper coverage of warranty. SCR is not responsible for manufacturer warranty policies.

*All freight delivered to site must be checked in by owner or owner's representative. Any damage must be noted on the bill of lading. After receipt all equipment becomes the owner's full responsibility.

*By accepting this proposal, owner accepts financial liability for engineering, drawings, cancellation fees and any other costs incurred in the project process.

*Pricing is valid for 10 days from date of quote.

Sincerely,
SCR Central

Jason Ellering
JE/ms

Payments will be made as follows:
50% down / 50% upon completion

Acceptance: _____ Date: _____

Printed Name: _____

Project Grand Total: \$4,933.00



Adopted: _____

MSBA/MASA Model Policy 401

Orig. 1995

Revised: _____

Rev. 2022~~17~~

401 EQUAL EMPLOYMENT OPPORTUNITY

[Note: School districts are not required by statute to have a policy addressing these issues. However, the Equal Employment Opportunity Commission strongly encourages the adoption of a policy and will look for such a policy during accreditation visits, audits, or investigations.]

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and for all school district employees.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees.

[Note: The Minnesota Human Rights Act defines "sexual orientation" to include "having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness." Minn. Stat. § Minnesota Statutes section 363A.03, subdivision Subd. 44.]

B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.

C. This policy applies to all areas of employment, including hiring, discharge, promotion, compensation, facilities, or privileges of employment.

D. Every school district employee shall be responsible for following this policy.

E. Any person having a question regarding this policy should discuss it with _____ (specify, e.g., the Personnel Manager).

Legal References:

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 2615 (Family and Medical Leave Act)
38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)
38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)
42 U.S.C. § 2000e *et seq.* (Equal Employment Opportunities; Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

Cross References:

MSBA/MASA Model Policy 402 (Disability Nondiscrimination)

MSBA/MASA Model Policy 405 (Veteran's Preference)
MSBA/MASA Model Policy 413 (Harassment and Violence)

Adopted: _____

MSBA/MASA Model Policy 402

Orig. 1995

Revised: _____

Rev. 20152022

402 DISABILITY NONDISCRIMINATION POLICY

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

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact _____ (list the name, title, office address, telephone number, and e-mail address). This individual is the school district's appointed ADA/Section 504 coordinator.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 794 *et seq.* ([Section 504 of the Rehabilitation Act of 1973, § 504](#))
42 U.S.C., ~~Ch. 126~~ § 1211201 (Americans with Disabilities Act)
29 C.F.R. Part 32 ([Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance](#))
~~34 C.F.R. Part 35~~
34 C.F.R. Part 104 ([Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance](#))

Cross References: [MSBA/MASA Model Policy 413 \(Harassment and Violence\)](#)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

Adopted: _____

MSBA/MASA Model Policy 403

Orig. 1995

Revised: _____

Rev. ~~2022~~1999

403 DISCIPLINE, SUSPENSION, AND DISMISSAL OF SCHOOL DISTRICT EMPLOYEES

I. PURPOSE

The purpose of this policy is to achieve ~~the~~ effective operation of the school district's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly.

II. GENERAL STATEMENT OF POLICY

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. While the school district intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise, is solely within the discretion of the school district.

III. DISCIPLINE

A. Violation of School Laws and Rules

The form of discipline imposed for violations of school laws and rules may vary from an oral reprimand to termination of employment or discharge depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful and whether the employee has been the subject of prior disciplinary action of the same or a different nature. School laws and rules to which this provision applies include:

1. policies of the school district;
2. directives and/or job requirements imposed by administration and/or the employee's supervisor; and
3. federal, state, and local laws, rules and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies.

B. Substandard Performance

An employee's substandard performance may result in the imposition of discipline ranging from an oral reprimand to termination of employment or discharge. In most instances, discipline imposed for the reason of substandard performance will follow a progressive format and will be accompanied by guidance, help and encouragement to improve from the employee's supervisor and reasonable time for correction of the employee's deficiency.

C. Misconduct

Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. unprofessional conduct;
2. failure to observe rules, regulations, policies and standards of the school district and/or directives and orders of supervisors and any other act of an insubordinate nature;
3. continuing neglect of duties in spite of oral warnings, written warnings and/or other forms of discipline;
4. personal and/or immoral misconduct;
5. use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts on the employee's performance;
6. deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community;
7. activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position;
8. failure to follow the canons of professional and personal ethics;
9. falsification of credentials and experience;
10. unauthorized destruction of school district property;
11. other good and sufficient grounds relating to any other act constituting inappropriate conduct;
12. neglect of duty;
13. violation of the rights of others as provided by federal and state laws related to human rights.

IV. FORMS OF DISCIPLINE

- A. The forms of discipline that may be imposed by the school district include, but are not limited to:
 1. oral warning;
 2. written warning or reprimand;
 3. probation;
 4. disciplinary suspension, demotion or leave of absence with pay;
 5. disciplinary suspension, demotion or leave of absence without pay; and
 6. dismissal/termination or discharge from employment.
- B. Other forms of discipline, including any combination of the forms described in Paragraph A., above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the school district's objective of stopping or correcting the offending conduct and improving the employee's performance.

V. PROCEDURES FOR ADMINISTERING POLICY

- A. ~~In an instance where~~ When any form of discipline is imposed, the employee's supervisor will:
1. Advise the employee of any inadequacy, deficiency or conduct which is the cause of the discipline, either orally or in writing. If given orally, the supervisor will document the fact that an oral warning was given to the employee specifying the date, time, and nature of the oral warning.
 2. Provide directives to the employee to correct the conduct or performance.
 3. Forward copies of all writings to the administrator in charge of personnel for filing in the employee's personnel file.
 4. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
 5. Specify the expected level of performance or modification of conduct to be required from the employee.
- B. The school district retains the right to immediately discipline, terminate, or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements ~~where~~ when applicable.

Legal References: Minn. Stat. § 122A.40 (~~Teachers~~—Employment; Contracts; Termination)
Minn. Stat. § 122A.41 (Teacher Tenure Act; Cities of the First Class)
Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)
Minn. Stat. § 122A.58 (Coaches; Termination of Duties)
Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School Districts~~Employees; Contracts for Services~~)
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 123B.147 (Principals)
Minn. Stat. § 197.46 *et seq.* (Veterans Preference Act)

Cross References: ~~None~~ MSBA Service Manual, Chapter 3, Employees

Adopted: _____

MSBA/MASA Model Policy 404

Orig. 1995

Revised: _____

Rev. 2018-2022

404 EMPLOYMENT BACKGROUND CHECKS

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

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

III. PROCEDURES

- A. Normally an individual will not commence employment or provide services until the school district receives the results of the criminal history background check. The school district may conditionally hire an applicant or allow an individual to provide services pending completion of the background check but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (BCA). The BCA shall conduct the background check by retrieving criminal history data as defined in [Minn. Stat. §Minnesota Statutes section 13.87](#). The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.

- B. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the school district, except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to the BCA and the school district of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.

[Note: If the school district elects to receive payment, it may, at its discretion, accept payment in the form of a negotiable instrument other than a money order or check and then pay the superintendent of the BCA directly to conduct the background check.]

- C. The school district, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the Minnesota Professional Educator Licensing and Standards Board or the [Minnesota Commissioner of Education](#) within the 12 months preceding an offer of employment or permission to provide services.
- D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:
1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
 2. the other school hiring authority conducted a criminal background check within the previous 12 months;
 3. the individual executes a written consent form giving the school district access to the results of the check; and
 4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.
- E. For all nonstate residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. Such individuals must provide an executed criminal history consent form.
- F. When required, individuals must provide fingerprints to assist in a criminal history

background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.

- G. Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.
- H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- I. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.
- J. The school district may apply these procedures to other volunteers, independent contractors, or student employees.
- K. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

IV. CRIMINAL HISTORY CONSENT FORM

A form to obtain consent for a criminal history background check is included with this policy.

Legal References: Minn. Stat. § 13.04, Subd. 4 (~~Rights of Subjects of Data Inaccurate or Incomplete Data~~)
Minn. Stat. § 13.87, Subd. 1 (Criminal ~~Justice~~History Data)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child, ~~Elder, and Individuals with Disabilities~~ Protection Background Check Act)
Minn. Stat. § 364.09(b) (Exception for School Districts)

Cross References: None

Adopted: _____

MSBA/MASA Model Policy 405

Orig. 1995

Revised: _____

Rev. ~~2012~~ 2016

405 VETERAN'S PREFERENCE

[Note: The provisions of this policy substantially reflect legal requirements.]

I. PURPOSE

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

II. GENERAL STATEMENT OF POLICY

- A. The school district's policy is to comply with the VPA regarding veteran's preference rights and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice, upon stated charges, and in writing. This paragraph does not apply to the position of teacher.
- C. Veteran's preference points will be applied pursuant to applicable law as follows:
 - 1. A credit of ten points shall be added to the competitive open examination rating of a non-disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 2. A credit of fifteen points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.
 - 4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.

- D. Eligibility for and application of veteran's preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.
- E. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran's preference.
- F. The school district's policy is to use a 100-point hiring system to enable allocation of veteran's preference points. The school district may or may not use a 100-point hiring system for filling teaching positions. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.
- G. If the school district rejects a member of the finalist pool who has claimed veteran's preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district's personnel officer.

[Note: A school district may require a veteran to complete an initial hiring probationary period as defined in Minnesota Statutes section 43A.16.]

- H. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
 - 1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
 - 2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.
- I. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

Legal References: Minn. Stat. § 43A.11 (Veteran's Preference)
 Minn. Stat. § 197.455 (Veteran's Preference Applied)
 Minn. Stat. § 197.46 (Veterans Preference Act)
Hall v. City of Champlin, 463 N.W.2d 502 (Minn. 1990)
Young v. City of Duluth, 410 N.W.2d 27 (Minn. Ct. App. 1987)

Cross References: MSBA/MASA Model Policy 401 (Equal Employment Opportunity)

Adopted: _____

MSBA/MASA Model Policy 406

Orig. 1995

Revised: _____

Rev. 2023

406 PUBLIC AND PRIVATE PERSONNEL DATA

[Note: The provisions of this policy accurately reflect the Minnesota Government Data Practices Act and are not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its employees, volunteers, independent contractors, and applicants ("personnel").

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained, or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. "Public" means that the data is available to anyone who requests it.
- B. "Private" means the data is not public and is accessible only to the following: the subject of the data, as limited by any applicable state or federal law; individuals within the school district whose work assignments reasonably require access; entities and agencies as determined by the responsible authority who are authorized by law to gain access to that specific data; and entities or individuals given access by the express written direction of the data subject.
- C. "Confidential" means the data are not public and are not accessible to the subject.
- D. "Parking space leasing data" means the following government data on an applicant for, or lessee of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. "Personnel data" means government data on individuals maintained because they are or were employees, applicants for employment, volunteers or independent contractors for the school district. Personnel data include data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations.
- F. "Finalist" means an individual who is selected to be interviewed by the school board for a position.
- G. "Protected health information" means individually identifiable health information as defined in 45 Code of Federal Regulations, section 160.103, that is transmitted by electronic media, maintained in electronic media, or transmitted or maintained in any

other form or medium by a health care provider, in connection with a transaction covered by 45 Code of Federal Regulations, Parts 160, 162 and 164. "Protected health information" excludes individually identifiable health information in education records covered by the Family Educational Rights and Privacy Act, employment records held by a school district in its role as employer; and records regarding a person who has been deceased for more than fifty (50) years.

- H. "Public officials" means business managers; human resource directors; athletic directors whose duties include at least fifty (50) percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals and in a charter school, individuals employed in comparable positions.

IV. PUBLIC PERSONNEL DATA

- A. The following information on current and former employees, volunteers and independent contractors of the school district, is public:
 - 1. name;
 - 2. employee identification number, which may not be the employee's Social Security number;
 - 3. actual gross salary;
 - 4. salary range;
 - 5. terms and conditions of employment relationship;
 - 6. contract fees;
 - 7. actual gross pension;
 - 8. the value and nature of employer-paid fringe benefits;
 - 9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
 - 10. job title;
 - 11. bargaining unit;
 - 12. job description;
 - 13. education and training background;
 - 14. previous work experience;
 - 15. date of first and last employment;
 - 16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
 - 17. the final disposition of any disciplinary action, as defined in Minnesota Statutes, section 13.43, subdivision. 2(b), together with the specific reasons for the action

and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;

18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
 19. work location;
 20. work telephone number;
 21. badge number;
 22. work-related continuing education;
 23. honors and awards received; and
 24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.
- B. The following information on current and former applicants for employment by the school district is public:
1. veteran status;
 2. relevant test scores;
 3. rank on eligible list;
 4. job history;
 5. education and training; and
 6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the school board to be finalists for public employment.
- D. Applicants for appointment to a public body.
1. Data about applicants for appointment to a public body collected by the school district as a result of the applicant's application for employment are private data on individuals except that the following are public:
 - a. name;
 - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;

- c. education and training;
- d. employment history;
- e. volunteer work;
- f. awards and honors;
- g. prior government service;
- h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minnesota Statutes, section 15.0597; and
- i. veteran status.

2. Once an individual is appointed to a public body, the following additional items of data are public:

- a. residential address;
- b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
- c. first and last dates of service on the public body;
- d. the existence and status of any complaints or charges against an appointee; and
- e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.

3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

E. Regardless of whether there has been a final disposition as defined in Minnesota Statutes, section 13.43, subdivision 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minnesota Statutes, section 13.43, subdivision 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources. Data relating to a complaint or charge against a public official is public only if:

- 1. the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or
- 2. potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement

Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

A. All other personnel data not listed in Section IV are private data will not be otherwise released unless authorized by law.

- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected, or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data with regard to data on individuals are private.
- E. An individual's checking account number is private when submitted to a government entity.
- F. Personnel data ~~may must~~ be disseminated to labor organizations to the extent ~~the responsible authority determines is the dissemination is~~ necessary ~~for the labor organization~~ to conduct elections, investigate and process grievances, notify employees of fair share fee assessments and implement the provisions of Minnesota Statutes chapters 179 and 179A. Personnel data shall be disseminated to labor organizations and the Bureau of Mediation Services ("BMS") to the extent the dissemination is ordered or authorized by the Commissioner of the BMS. Employee Social Security numbers are not necessary to implement the provisions of Chapter 179 and 179A.

The home addresses, nonemployer issued phone numbers and email addresses, dates of birth, and emails or other communications between exclusive representatives and their members, prospective members, and nonmembers are private data on individuals.

Dissemination of personnel data to a labor organization pursuant to Minnesota Statutes, section 13.43, subdivision 6, shall not subject the school district to liability under Minnesota Statutes, section 13.08.

Personnel data described under Minnesota Statutes, section 179A.07, subdivision 8, must be disseminated to an exclusive representative under the terms of that subdivision.
- G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- H. The school district may, if its responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
 1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 2. a prepetition screening team conducting an investigation of the employee under Minnesota Statutes, section 253B.07, subdivision 1; or
 3. a court, law enforcement agency, or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of a crime or alleged crime committed by an employee.
- J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.

- K. When allegations of sexual or other types of harassment are made against an employee, the employee does not have access to data that would identify the complainant or other witnesses if the responsible authority determines that the employee's access to that data would:
1. threaten the personal safety of the complainant or a witness; or
 2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- L. The school district must report to the Minnesota Professional Educator Licensing and Standards Board ("PELSB") or the Board of School Administrators ("BOSA"), whichever has jurisdiction over the teacher's or administrator's license, as required by Minnesota Statutes, section 122A.20, subdivision. 2, and shall, upon written request from the licensing board having jurisdiction over the license, provide the licensing board with information about the teacher or administrator from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minnesota Statutes, section 122A.20, subdivision 2.

[Note: The obligation to make a report set forth in this section applies equally to charter school boards and their executive directors and charter school authorizers.]

- M. Private personnel data shall be disclosed to the Department of Employment and Economic Development for the purpose of administration of the unemployment insurance program under Minnesota Statutes, chapter 268.

- N. When a report of alleged maltreatment of a student in an elementary, middle school, high school or charter school is made to the Commissioner of the Minnesota Department of Education ("MDE") under Minnesota Statutes, chapter 260E, data that are relevant and collected by the school facility about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of providing information to a parent, legal guardian, or custodian of a child in accordance with MDE Screening Guidelines.

- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if
1. an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or
 2. the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or

charter school and the data remain classified as provided in Minnesota Statutes, chapter 13.

Data that are released under this paragraph must not include data on the student.

- P. Data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or improve the school district operations is private data. An employee who is identified in a suggestion, however, shall have access to all data in the suggestion except the identity of the employee making the suggestion.
- Q. Protected health information, as defined in 45 Code of Federal Regulations, Parts 160 and 164, on employees is private and will not be disclosed except as permitted or required by law.
- R. Personal home contact information for employees may be used by the school district to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of school district operations and may be shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- T. When a continuing contract teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual offenses involving a child as set forth in Minnesota Statutes, section 122A.40, subdivision 13(b), or when the Commissioner of the MDE makes a final determination of child maltreatment involving a teacher under Minnesota Statutes, section 260E.21, subdivision 4, or 260E.35, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minnesota Statutes, section 13.41, subdivision. 5, and must provide PELSB and the licensing division at MDE with the necessary and relevant information to enable PELSB and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minnesota Statutes, section 123B.03, a school board or other school hiring authority must contact PELSB and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minnesota Statutes chapter 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with either judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated [*name and title, telephone*] as the authority responsible for personnel data.

The responsible authority, or a school district employee if so designated, shall serve as the school district's data practices compliance official and, as such, shall be the employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.03 (Access to Government Data)
Minn. Stat. § 13.05 (Duties of Responsible Authority)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 13.39 (Civil Investigation)
Minn. Stat. § 13.41 (Licensing Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, subd. 3 (Elected and Appointed Officials)
Minn. Stat. § 15.0597 (Appointment to Multimember Agencies)
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)
Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment; Contracts; Termination)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.143, subd. 2 (Disclose Past Buyouts)
Minn. Stat. Ch. 179 (Minnesota Labor Relations Act)
Minn. Stat. Ch. 179A (Minnesota Public Labor Relations Act)
Minn. Stat. § 253B.07 (Judicial Commitment: Preliminary Procedures)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. Ch. 268 (Unemployment Insurance)
Minn. R. Pt. 1205 (Data Practices)
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160, 162, and 164 (HIPAA Regulations)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 722 (Public Data Requests)
MSBA Law Bulletin "I" (School Records – Privacy – Access to Data)

Adopted: _____

MSBA/MASA Model Policy 407

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Rev. 2008 2012

407 EMPLOYEE RIGHT TO KNOW – EXPOSURE TO HAZARDOUS SUBSTANCES

[NOTE: School districts are not required by statute to have a policy addressing these issues. However, the provisions of this policy accurately reflect the requirements of Minnesota Statutes, section, 182.653.]

I. PURPOSE

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm. (~~Minn. Stat. § 182.653, Subd. 2~~)

II. GENERAL STATEMENT OF POLICY

~~It is the~~ The policy of this school district is to provide information and training to employees who may be “routinely exposed” to a hazardous substance, harmful physical agent, ~~or~~ infectious agent, or blood borne pathogen.

III. DEFINITIONS

- A. “Blood borne pathogens” means a pathogenic microorganisms that ~~are~~ is present in human blood and can cause disease in humans. ~~These pathogens~~ This definition includes, but ~~are~~ is not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).
- B. “Commissioner” means the Minnesota Commissioner of Labor and Industry.
- C. “Harmful physical agent” means a physical agent determined by the commissioner as a part of the standard for that agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes, but is not limited to, radiation, whether ionizing or nonionizing.
- D. “Hazardous substance” means a chemical or substance, or mixture of chemicals and substances, which:
1. is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations; or
 2. is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or

3. is determined by the commissioner as a part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure, or contamination.
- E. "Infectious agent" means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which, according to documented medical or scientific evidence, causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.
 - F. "Routinely exposed" means that there is a reasonable potential for -exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.

IV. TARGET JOB CATEGORIES

Training Annual training will be provided to all full- and part-time employees who are "routinely exposed" to a hazardous substance, harmful physical agent, ~~or~~ infectious ~~-substance agent, or blood borne pathogen~~ as set forth above.

V. TRAINING SCHEDULE

Training will be provided to employees before beginning a job assignment as follows:

- A. Any newly hired employee assigned to a work area where he or she is determined to be "routinely exposed" under the guidelines above.
- B. Any employee reassigned to a work area where he or she is determined to be "routinely exposed" under the above guidelines.

Legal References: Minn. Stat. Ch. 182 (Occupational Safety and Health)
Minn. Rules Ch. 5205 (Occupational Safety and Health Standards)
Minn. Rules Ch. 5206 (Hazardous Substances; Employee Right to Know Standards)
29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)

Cross References: MSBA/MASA Model Policy 420 (Students and Employees with Sexually

Transmitted –Infections –and Diseases and Certain Other Communicable
Diseases and Infectious Conditions)
[MSBA/MASA Model Policy 807 \(Health and Safety Policy\)](#)

Adopted: _____

MSBA/MASA Model Policy 408

Orig. 1995

Revised: _____

Rev. 202207

408 SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE

I. PURPOSE

The purpose of this policy is to protect the privacy rights of school district employees and students under both state and federal law when requested to testify or provide educational records for a judicial or administrative proceeding.

II. GENERAL STATEMENT OF POLICY

This policy is to provide guidance and direction for school district employees who may be subpoenaed to testify and/or provide educational records for a judicial or administrative proceeding.

III. DATA CLASSIFICATION

A. Educational Data

1. State Law

The Minnesota Government Data Practices Act (MGDPA), ~~Minnesota Statutes, Ch. chapter~~ 13, classifies all educational data, except for directory information as designated by the school district, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data or a parent if the subject of the data is a minor.**

2. Federal Law

The Family Educational Rights and Privacy Act (FERPA), 20 United States Code section U.S.C. § 1232g, provides that educational data may not be released, except pursuant to informed consent by the individual subject of the data or any lawfully issued subpoena. Regulations promulgated under the federal law require that the school district must first make a reasonable effort to notify the parent of the student, or the student if the student is 18 years of age or older, of the subpoena in advance of releasing the information pursuant to the subpoena.

B. Personnel Data

The MGDPA, ~~Minn. Stat. Ch. 13~~, also classifies all personnel data, except for certain data specifically classified as public, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data.**

IV. APPLICATION AND PROCEDURES

- A. Any employee who receives a subpoena for any purpose related to employment is to inform the building administrator or designated supervisor when the employee receives

the subpoena. The building administrator or designated supervisor shall immediately inform the superintendent that the employee has received a subpoena.

- B. No employee may release educational data, personnel data, or any other data of any kind without consultation in advance with the school district official who is designated as the authority responsible for the collection, use and dissemination of data.
- C. Payment for attendance at judicial or administrative proceedings and the retention of witness and mileage fees is to be determined in accordance with the applicable school board policies and collective bargaining agreements.
- D. The administration shall not release any information except in strict compliance with state and federal law and this policy. Recognizing that an unauthorized release may expose the school district or its employees to civil or criminal penalties or loss of employment, the administration shall confer with school district legal counsel prior to release of such data.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Rules 1205.0100, Subp. 5 (~~How These Rules Apply~~[Minnesota Rules Regarding Data Practices](#))
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA ~~Service Manual, Chapter 13, School~~ Law Bulletin "I" (School Records – Privacy – Access to Data)

Adopted: _____

MSBA/MASA Model Policy 409

Orig. 1995

Revised: _____

Rev. 2008

409 EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS, INVENTIONS, AND CREATIONS

I. PURPOSE

The purpose of this policy is to identify and reserve the proprietary rights of the school district to certain publications, instructional materials, inventions, and creations which employees may develop or create, or assist in developing or creating, while employed by the school district.

II. GENERAL STATEMENT OF POLICY

Unless the employee develops, creates or assists in developing or creating a publication, instructional material, computer program, invention or creation entirely on the employee's own time and without the use of any school district facilities or equipment, the employee shall immediately disclose and, on demand of the school district, assign any rights to publications, instructional materials, computer programs, materials posted on websites, inventions or creations which the employee develops or creates or assists in developing or creating during the term of employee's employment and for _____ [school district should select time] thereafter. In addition, employees shall sign such documents and perform such other acts as may be necessary to secure the rights of the school district relating to such publications, instructional materials, computer programs, materials posted on websites, inventions and/or creations, including domestic and foreign patents and copyrights.

III. NOTICE OF POLICY

The school district shall give employees notice of this policy by such means as are reasonably likely to inform them of this policy.

Legal References: Minn. Stat. § 181.78 (Agreements; Terms Relating to Inventions)
17 U.S.C. § 101 *et seq.* (Copyrights)

Cross References: None

Adopted: _____

MSBA/MASA Model Policy 410

Orig. 1995

Revised: _____

Rev. 2022

Rev. 2023

410 FAMILY AND MEDICAL LEAVE POLICY

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. "Covered active duty" means:

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

B. "Covered servicemember" means:

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

C. "Eligible employee" means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited

with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee's pre-service work schedule can generally be used for calculations. While the 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 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 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 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 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 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 12 weeks at the end of the period and then again at the beginning of the period, providing an entitlement to a leave of 24 consecutive weeks. If a school district changes its definition of a "year" in this policy, it must give employees notice of at least 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 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 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 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 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 Paragraph 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 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 Paragraph 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 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 Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.
13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

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

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

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed to by the school district. ~~The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave.~~ This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the school district so that the total leave does

not exceed 12 weeks, unless agreed to by the school district, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the school district reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. 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 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 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 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 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 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs 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 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 weeks before the end of a semester and it is likely the leave will last at least three 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 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 weeks or if the employee's return from leave would occur during the last two 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 weeks of the semester and the leave will last more than five 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.

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

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

Adopted: _____

MSBA/MASA Model Policy 412

Orig. 1995

Revised: _____

Rev. 2008

412 EXPENSE REIMBURSEMENT

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

I. PURPOSE

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

II. AUTHORIZATION

All school district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district business-related expenses.

III. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

IV. AIRLINE TRAVEL CREDIT

- A. Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee.
 - 1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.
 - 2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.
- B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.

- C. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

V. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Legal References: Minn. Stat. § 15.435 (Airline Travel Credit)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)
Minn. Op. Atty. Gen. 161B-12 (Jan. 24, 1989) (Operating Expenses of Car)

Cross References: MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)

Adopted: _____

MSBA/MASA Model Policy 413

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Rev. 2025

413 HARASSMENT AND VIOLENCE

[NOTE: State law (Minnesota Statutes, section 121A.03) requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms with the Minnesota Human Rights Act, Minnesota Statutes, chapter 363A (MHRA). This policy complies with that statutory requirement and addresses the other classifications protected by the MHRA and/or federal law. While the recommendation is that school districts incorporate the other protected classifications, in addition to sex, religion, and race, into this policy, they are not specifically required to do so by Minnesota Statutes, section 121A.03. The Minnesota Department of Education (MDE) is required to maintain and make available a model sexual, religious, and racial harassment policy in accordance with Minnesota Statutes, section 121A.03. MDE's policy differs from that of MSBA and imposes greater requirements upon school districts than required by law. For that reason, MSBA recommends the adoption of its model policy by school districts. Each school board must submit a copy of the policy the board has adopted to the Commissioner of MDE.]

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability (Protected Class).

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's Protected Class.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:
1. an act done with intent to cause fear in another of immediate bodily harm or death;
 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 3. otherwise adversely affects an individual's employment or academic opportunities.

[NOTE: In 2023, the Minnesota legislature amended the definition of "sexual orientation" in the Minnesota Human Rights Act as reflected in subpart 6 below.]

- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications
1. "Disability" means, with respect to an individual who
 - a. ~~has~~ a physical sensory or mental impairment that materially limits one or more major life activities of such individual;
 - b. has a record of such an impairment; ~~or~~
 - c. is regarded as having such an impairment; ~~or~~
 - d. has an impairment that is episodic or in remission and would materially limit a major life activity when active.
 2. "Familial status" means the condition of one or more minors having legal status or custody with:
 - a. the minor's parent or parents or the minor's legal guardian or guardians; or
 - b. the designee of the parent or parents or guardian or guardians with the written permission of the parent or parents or guardian or guardians. Familial status also means residing with and caring for one or more individuals who lack the ability to meet essential requirements for

physical health, safety, or self-care because the individual or individuals are unable to receive and evaluate information or make or communicate decisions. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

[NOTE: The 2024 Minnesota legislature revised the definition of “familial status.”]

3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
6. “Sexual orientation” means to whom someone is, or is perceived of as being, emotionally, physically, or sexually attracted to based on sex or gender identity. A person may be attracted to men, women, both, neither, or to people who are genderqueer, androgynous, or have other gender identities.

[NOTE: The 2023 Minnesota legislature redefined ‘sexual orientation’ in the Minnesota Human Rights Act.]

7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment
1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially interfering with an individual’s employment or education, or creating an

intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence

1. Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, section 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to an individual's Protected Class.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or

violence on the basis of Protected Class by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct that may constitute harassment or violence 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 or complainant 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.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence 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.

D. In Each School Building

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. 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.

- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.

G. In the District

The school board hereby designates _____ as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.¹

- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. 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.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment 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, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting 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 violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

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

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by

¹ In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

school district officials or by a third party designated by the school district.

- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy 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 requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. 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 targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence 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) 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 acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. 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 harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights or another state or federal agency, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes, chapter 260E may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
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 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedures and Process)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Adopted: _____

MSBA/MASA Model Policy 414

Orig. 1995

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Rev. 202219

414 MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

[Note: This policy reflects the mandatory law regarding reporting of maltreatment of minors and is not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with [Minnesota Statutes chapter- 260E§ 626.556](#) requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. "Accidental" means a sudden, not reasonably foreseeable, and unexpected occurrence or event ~~which~~that:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. "Child" means one under age 18 and, for purposes of [Minnesota Statutes chapter 260C \(Juvenile Safety and Placement\) Child Protection](#) and [Minnesota Statutes chapter 260D \(Child in Voluntary Foster Care for Treatment\)](#), includes an individual under age 21 who is in foster care pursuant to [Minnesota Statutes chapter 260C.451 \(Foster Care Benefits Past Age 18\)](#).
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Mandated reporter" means any school personnel who knows or has reason to believe a child is being ~~neglected or physically or sexually abused~~maltreated, or has been ~~neglected or physically or sexually abused~~maltreated within the preceding three years.
- E. "Mental injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.

FE. "Neglect" means the commission or omission of any of the acts specified below, other than by accidental means:

1. failure by a person responsible for a child's care to supply a child with necessary food, clothing, shelter, health care, medical ~~care~~, or other care required for the child's physical or mental health when reasonably able to do so, ~~including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;~~
2. failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors ~~such~~ as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for ~~the child's his or her~~ own basic needs or safety, or the basic needs or safety of another child in his or her care;
4. failure to ensure that a child is educated in accordance with state law, which does not include a parent's refusal to provide his or her child with sympathomimetic medications;
5. prenatal exposure to a controlled substance as defined in state law used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child's birth, ~~or~~ medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance, or the presence of a fetal alcohol spectrum disorder;
6. medical neglect as defined by Minnesota Statutes section 260C.007, subdivision. 6, clause (5);
7. chronic and severe use of alcohol or a controlled substance by a ~~parent or~~ person responsible for the care of the child that adversely affects the child's basic needs and safety; or
8. emotional harm from a pattern of behavior ~~which that~~ contributes to impaired emotional functioning of the child, which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not occur solely because the child's parent, guardian, or other person responsible for the child's care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care. ~~does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.~~

GF. "Nonmaltreatment mistake" means occurs when: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan

required under [Minnesota Rules part 9503.0045](#); (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under [Minnesota Rules chapter 9503](#).

H. ["Person responsible for the child's care" means \(1\) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or \(2\) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employee or agent, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.](#)

I.G. "Physical abuse" means any physical injury, mental injury [\(under subdivision 13\)](#), or threatened injury [\(under subdivision 23\)](#), inflicted by a person responsible for the child's care [on a child](#) other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries, or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by [Minnesota Statutes section 125A.0942](#) or [245.825](#).

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian ~~which that~~ does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by [Minnesota Statutes section 121A.582](#).

Actions ~~which that~~ are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions ~~which that~~ result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in [Minnesota Statutes section Minn. Stat. § 609.02, subdivision Subd. 6](#); (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances ~~which that~~ were not prescribed for the child by a practitioner, in order to control or punish the child, or ~~giving the child~~ other substances that substantially affect the child's behavior, motor coordination, or judgment, or that result in sickness or internal injury, or ~~that~~ subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under [Minnesota Statutes section 609.379](#), including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under [Minnesota Statutes section 121A.58](#).

J.H. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes ~~neglect or physical or sexual abuse~~ [maltreatment](#) of a child and contains sufficient content to identify the child and any person believed to be responsible

for the ~~maltreatment, neglect or abuse~~, if known.

- ~~KI.~~ "School personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- ~~LJ.~~ "Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in [Minnesota Statutes section Minn. Stat. § 609.341, subdivision Subd. 15](#)), or by a person in a current or recent position of authority (as defined in [Minnesota Statutes section Minn. Stat. § 609.341, subdivision Subd. 10](#)) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration, sexual contact, solicitation of children to engage in sexual conduct, and communication of sexually explicit materials to children. Sexual abuse also includes any act involving a minor ~~which that~~ constitutes a violation of Minnesota statutes prohibiting prostitution or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation ~~which that~~ requires registration under [Minnesota Statutes section 243.166, subdivision Subd. 1b\(a\) or \(b\) \(Registration of Predatory Offenders\)](#).
- ~~M.~~ "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has (1) subjected the child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm; (2) been found to be palpably unfit; (3) committed an act that resulted in an involuntary termination of parental rights; (4) , or committed an act that resulted in the involuntary transfer of permanent legal and physical custody of a child to a relative.
- ~~K.~~ "Mental injury" means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.
- ~~L.~~ "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- ~~M.~~ "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has subjected the child to, or failed to protect a child from, egregious harm, or a person whose parental rights were involuntarily terminated, been found palpably unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

IV. REPORTING PROCEDURES

- A. A mandated reporter ~~as defined herein~~ shall immediately report the information neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years, to the local welfare agency, agency responsible for assessing or investigating the report, police department, county sheriff, tribal social services agency, or tribal police department. The reporter will include his or her name and address in the report.
- B. ~~If the immediate report has been made orally,~~ An oral report shall be made immediately, by telephone or otherwise, ~~and~~ The oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assessing assisting or investigating ~~maltreatment~~ the report. ~~Any The written~~ report shall be of sufficient content to identify the child, any person believed to be responsible for the ~~abuse or neglect~~ maltreatment of the child if the person is known, the nature and extent of the ~~abuse or neglect~~ maltreatment, and the name and address of the reporter.
- C. Regardless of whether a report is made, 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 has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of custodial or parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- ~~G. An employer of a mandated reporter shall not retaliate against the person for reporting in good faith maltreatment against a child with respect to whom a report is made, because of the report.~~
- ~~G. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.~~
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, plus costs and reasonable attorney fees. ~~and the reckless~~ Knowingly or recklessly making ~~of a~~ false report also may result in discipline. ~~The court may also award attorney's fees.~~

[Note: The Minnesota Department of Education (MDE) is responsible for assessing or investigating allegations of child maltreatment in schools. Although a report may be made to any of the agencies listed in Section IV. A., above, and there is no requirement to file more

than one report, if the initial report is not made to MDE, it would be helpful to MDE if schools also report to MDE.]

V. INVESTIGATION

- A. The responsibility for assessing or investigating reports of suspected maltreatment neglect or physical or sexual abuse rests rests with the appropriate state, county, ~~state~~, or local agency or agencies. The agency responsible for assessing or investigating reports of ~~child~~ maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged ~~perpetrator~~offender, and any other person with knowledge of the ~~abuse or neglect~~ maltreatment for the purpose of gathering ~~the~~ facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of the alleged offender or parent, legal guardian, or a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian, or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will~~must~~ be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged ~~perpetrator~~ offender is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable, and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.
- D. Where the alleged ~~perpetrator~~ offender is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code section 1232g.

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials

prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.

- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VIII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks.
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd. 6, Clause (5) (Child in Need of Protection)
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)
[Minn. Stat. Ch. 260E \(Reporting of Maltreatment of Minors\)](#)
Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)
Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)
Minn. Stat. § 609.379 (Reasonable Force)
~~Minn. Stat. § 626.556 et seq. (Reporting of Maltreatment of Minors)~~
~~Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)~~
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

Adopted: _____

MSBA/MASA Model Policy 415

Orig. 1995

Revised: _____

Rev. 201522

415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

[Note: This policy reflects the mandatory law regarding reporting maltreatment of vulnerable adults and is not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to ~~fully~~ comply fully with Minnesota Statutes section § 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. A violation of this policy occurs when any school personnel fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

III. DEFINITIONS

A. "Abuse" means:

- 1. An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in Minnesota Statutes sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in Minnesota Statutes section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in Minnesota Statutes section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in Minnesota Statutes sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction.
- 2. Conduct which is not an accident or therapeutic conduct as defined in Minnesota Statutes section 626.5572 which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under Minnesota Statutes section 245.825.

3. Any sexual contact or penetration as defined in Minn. Stat. § 609.341 between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility.

4. The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another.

Abuse does not include actions specifically excluded by Minnesota Statutes section 626.5572, Subd. 2.

B. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.

C. "Common entry point" means the entity responsible for receiving reports of alleged or suspected maltreatment of a vulnerable adult and designated by the Commissioner of the Minnesota Department of Human Services as the MN Adult Abuse Reporting Center (MAARC).

D. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.

E. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

F. "Mandated Reporters" means a professional or professional's delegate while engaged in education. any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.

G. "Maltreatment" means the neglect, abuse, or financial exploitation of a vulnerable adult.

H. "Neglect" means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult's physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct.

I. Neglect also means the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult's health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn. Stat. § Minnesota Statutes section 626.5572, Subd. 17.

- J. "School personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.
- K. "Vulnerable ~~A~~adult" means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minn. Stat. Ch. Minnesota Statutes chapter 245A, except as excluded under Minn. Stat. §Minnesota Statutes section 626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or whether any type of service is received, possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to adequately provide adequately for the person's individual's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The reporter shall, to the extent possible, identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose not public data, as defined under Minn. Stat. §Minnesota Statutes section 13.02, to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against vulnerable adult who is named in a report is prohibited.
- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

V. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

VI. DISSEMINATION OF POLICY AND TRAINING

- A. This policy ~~shall~~should appear in school personnel handbooks ~~where~~as appropriate.
- B. The school district will develop a method of discussing this policy with employees ~~where~~as appropriate.
- C. This policy ~~shall~~should be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. § 13.02 ([Government Data Practices; Collection, Security, and Dissemination of Records; Definitions](#))
[Minn. Stat. Ch. 245A \(Human Services Licensing\)](#)
Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)
Minn. Stat. §§ 609.221-609.224 (Assault)
Minn. Stat. § 609.232-34 ([Crimes Against Vulnerable PersonsAdults; Definitions](#))
~~Crimes Against the Person~~)
Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)
Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Stat. § 626.5572 (Definitions)
In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

Cross References: MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
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 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
[MSBA/MASA Model Policy 515 \(Protection and Privacy of Pupil Records\)](#)

LONG PRAIRIE-GREY EAGLE SCHOOL DISTRICT
EXPENDITURE BUDGET 2024-2025 REVISION
Revised Budget June 2025

GENERAL	FY 25 Adopted	FY 25 Revised	DIFFERENCE
Salaries & Wages	\$10,065,746	\$9,200,817	-\$864,929
Employee Benefits	\$2,882,654	\$2,888,329	\$5,675
Purchased Services & Repair	\$2,753,946	\$3,327,046	\$573,100
Supplies & Materials	\$716,455	\$1,063,495	\$347,040
Capital Expenditures	\$110,506	\$202,809	\$92,303
Other Expenses	\$4,000	\$4,000	\$0
Other Expenses	\$20,300	\$48,600	\$28,300
			\$0
TOTAL GENERAL	\$16,553,607	\$16,735,096	\$181,489
FOOD SERVICE	FY 25 Adopted	FY 25 Revised	DIFFERENCE
Salaries & Wages	\$417,942	\$372,084	-\$45,858
Employee Benefits	\$120,270	\$90,407	-\$29,863
Purchased Services	\$8,000	\$11,000	\$3,000
Supplies & Materials	\$308,478	\$606,000	\$297,522
Capital Expenditures	\$0	\$2,000	\$2,000
TOTAL FOOD SERVICE	\$854,690	\$1,081,491	\$226,801
COMMUNITY SERVICE	FY 25 Adopted	FY 25 Revised	DIFFERENCE
Salaries & Wages	\$410,938	\$430,991	\$20,053
Employee Benefits	\$74,630	\$83,401	\$8,771
Purchased Services	\$236,989	\$297,290	\$60,301
Supplies & Materials	\$68,008	\$70,390	\$2,382
Other Expense	\$0	\$0	\$0
Other Expense	\$600	\$0	-\$600
TOTAL COMMUNITY SERVICE	\$791,165	\$882,072	\$90,907
CONSTRUCTION	\$2,000,000	\$2,063,000	\$63,000
DEBT REDEMPTION	\$708,730	\$1,355,000	\$646,270
GRAND TOTAL	\$20,908,192	\$22,116,659	\$1,208,467

**LONG PRAIRIE-GREY EAGLE PUBLIC SCHOOLS
REVENUE EXECUTIVE SUMMARY
2024-2025 SCHOOL YEAR**

GENERAL (FUND 01)					\$16,532,342.00
FOOD SERVICE (FUND 02)					\$1,112,800.00
COMMUNITY SERVICE (FUND 04)					\$774,496.00
CONSTRUCTION (FUND 06)					\$540,000.00
DEBT REDEMPTION (FUND 07)					\$1,333,522.00
TOTAL DISTRICT REVENUE					\$20,293,160.00