

Regular School Board Meeting/Levy Adoption

Monday, December 5, 2022 6:30 PM

LS-H MS/HS Media Center & Online (if unable to attend in person), 901 Ferry St., Le Sueur, MN 56058

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. MISSION AND VISION STATEMENTS

4. STRATEGIC PLAN REVIEW

5. APPROVAL OF AGENDA

6. OPEN FORUM

7. LE SUEUR-HENDERSON SCHOOL DISTRICT RECOGNIZES

7.1. Donations & Grants Received

8. REPORTS

8.1. Committee Reports

8.1.1. Finance **Presenter:** Director Matt Hathaway

8.1.2. Negotiations **Presenter:** Director Brigid Tuck

8.1.3. MVED **Presenter:** Director Steve Cross

8.1.4. Human Resource **Presenter:** Director Kelsey Schwartz

8.1.5. Policy **Presenter:** Director Gretchen Rehm

8.1.6. Facility Steering **Presenter:** Director Matt Hathaway

8.1.7. Community Ed Council **Presenter:** Director Brigid Tuck

8.2. Student Report **Presenter:** Bella Holloway

8.3. Superintendent Report

9. CONSENT AGENDA

9.1. Approval of District Office Consent Items

9.1.1. Minutes of Regular School Board Meeting held on 11.7.22

9.1.2. Minutes of Special School Board Meeting held on 11.17.22

9.2. Approval of Business Office Consent Items

9.2.1. Treasurer's Report-December 2021

- 9.2.1.1. Receipts for December 2021 in the amount of \$1,524,328.67 subject to annual audit
- 9.2.1.2. Bills and claims for December 2021 in the amount of \$637,001.25 subject to annual audit
- 9.2.1.3. Student Activity Summary-December 2021

9.3. Approval of Personnel Consent Items

9.3.1. Hirings

9.3.1.1. MS/HS FACS Long Term Substitute - Julia Welvaert

9.3.1.2. MS/HS Counselor - Jessica Kirschner

9.3.1.3. Speech Coach- Tia Lerud

9.3.1.4. Year Book Advisor- Ryan Wendlandt

9.3.2. Resignations

9.3.2.1. Speech Coach- Ryan Wendlandt

9.3.3. Requests

9.3.4. Retirements

10. PURCHASES ABOVE \$5,000

10.1. Approve ATSR October 2022 Invoice for the New Elementary Construction

11. OLD BUSINESS

11.1. Approve the Second of three readings for Policy 722 and 722 Form

11.2. Approve the Third of Three readings for policies 527, 534, 603, 604, and 605

12. NEW BUSINESS

12.1. Approve First and Final Reading on Policy 534

12.2. Resolution to Adopt the Final 2022 Payable 2023 Tax Levy

13. BOARD MEMBER COMMUNICATIONS / IDEAS EXCHANGE

14. NEXT MEETING INFORMATION

14.1. Schedule of Upcoming Meetings

15. ADJOURN

**RESOLUTION TO ACCEPT GRANTS AND DONATIONS
TO THE LE SUEUR-HENDERSON SCHOOL DISTRICT**

WHEREAS, the Le Sueur-Henderson School District Board encourages the support of the district's educational programs through the funding and support of grant opportunities and donations that meet the goals and objectives of the school district;

WHEREAS, the school district will control and maintain all grants and donations to ensure that the interests of all students are met;

WHEREAS, the grants and donations listed below have been reviewed and approved by the administration of the Le Sueur-Henderson School District;

THEREFORE, BE IT RESOLVED, by the School Board of Independent School District No. 2397, to accept the following grants and donations for the purposes intended:

- o Le Sueur Rotary Club - \$1,600 for Christmas in the Valley food cart materials,
- o Le Sueur-Henderson Softball Association - \$856.45 for field maintenance for youth softball.

Adopted this _____ day of _____, 20_____.

Signed:

Attest:

School Board Chair

School Board Clerk

BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT 2397
LE SUEUR-HENDERSON PUBLIC SCHOOLS
MINUTES OF REGULAR SCHOOL BOARD MEETING
MS/HS MEDIA CENTER / ZOOM
November 07, 2022

Item 1.0 **Call to Order:** The regular meeting of the Le Sueur-Henderson Board of Education was called to order at 6:30 PM. The board members were Brigid Tuck, Gretchen Rehm, Jennifer Burns, Steve Cross, Matt Hathaway, Bella Holloway, Brian Sorenson 6:35 PM
Members Absent:

Also in attendance: Superintendent Jim Wagner; Henderson Independent; Admin. Assist. Juanita Flores; Business Manager Alisha Broden;

Item 2.0 **Pledge of Allegiance:** The pledge was recited.

Item 3.0 **Mission and Vision Statements**

Item 4.0 **Strategic Plan Review**

Item 5.0 **Approval of Agenda:** Motion by Burns, second by Hathaway, carried 5-0, to approve the meeting agenda with addition to the student school board member Report. Adding items 8.1.8 and 12.9.

Item 6.0 **Open Forum:**

Item 7.0 **Le Sueur-Henderson School District Recognizes**

Item 7.1 A resolution was presented to accept grants and donations to the Le Sueur - Henderson Public School District. Said resolution is attached hereto and made a part of these minutes. Motion made by Board Member Tuck and upon being seconded by Board Member Rehm, said the resolution was duly adopted by the following roll call vote, carried 5-0.

Rehm:	Yes	Burns:	Yes
Cross:	Yes	Tuck:	Yes
Hathaway:	Yes		

Item 7.2 Students of the Month

Item 8.0 **Reports:**

Item 8.1 Committee Reports

Item 8.1.1 Finance

Item 8.1.2 Negotiations

Item 8.1.3 MVED

- Item 8.1.4 Human Resources
- Item 8.1.5 Policy
- Item 8.1.6 Facility Steering
- Item 8.1.7 Community Ed Council
- Added Item 8.1.8 Student Report
- Item 8.2 Superintendent Report
 - Item 8.2.1 Budget Analysis Year to Date

- Item 9.0 **Consent Agenda:** Motion by Cross, second by Rehm, carried 6-0, to approve the following consent items:
 - Item 9.1 District Office Consent Items:
 - Item 9.1.1 Minutes of Regular School Board meeting held on 10.03.2022.
 - Item 9.1.2 Minutes of Special School Board meeting held on 10.17.2022.
 - Item 9.2 Business Office Consent Items:
 - Item 9.3 Personnel Consent Items:
 - Item 9.3.1 Hirings
 - Item 9.3.1.1 Special Ed Para- Julie Jones (Transfer from MSHS to Park)

- Item 10.0 **Purchases Above \$5,000**

- Item 11.0 **Old Business**
 - Item 11.1 Motion by Hathaway, second by Tuck, carried 6-0, to approve the third of three readings of policies 503 and 524.

- Item 12.0 **New Business**
 - Item 12.1 Motion by Sorenson, second by Rehm, carried 6-0, to approve the First and Final reading for policies 609, 626, 707.
 - Item 12.2 Motion by Rehm, second by Burns, carried 6-0, to approve the First of Three readings for policies 722 and 722 Form.
 - Item 12.3 Motion by Rehm, second by Cross, carried 6-0, to approve the Kendell quotes for the HS entrance.
 - Item 12.4 Motion by Sorenson, second by Hathaway, carried 6-0, to approve the Radon Testing proposal.
 - Item 12.5 Motion by Burns, second by Cross, carried 6-0, to approve the toolcat quote from
LANO.
 - Item 12.6 Motion by Cross, second by Sorenson, carried 6-0, to approve the second of three readings for policies 527, 534, 603, 604, and 605.
 - Item 12.7 Motion by Rehm, second by Cross, carried 6-0, to approve the Superintendent,
Jim Wagner to approve any Bond specific time-sensitive invoices up to \$150,000.
 - Item 12.8 A resolution was presented to accept the association's membership in the Southwest Metro Intermediate District 288. Said resolution is attached hereto and made a part of these minutes. Motion made by Board Member Cross

and upon being seconded by Board Member Sorenson said the resolution was duly adopted by the following roll call vote, carried 6-0.

Rehm:	Yes	Sorenson:	Yes
Cross:	Yes	Tuck:	Yes
Hathaway:	Yes	Burns:	Yes

Add Item 12.9 Motion by Tuck, second by Hathaway, carried by 6-0, to approve the professional development speaker.

Item 13.0 **Board Member Communications/Ideas Exchange:**

Item 14.0 **Next Meeting Information**

Item 14.1 Schedule of Upcoming Meetings

Item 15.0 **Adjourn:** Motion by Rehm, second by Sorenson, carried 6-0, to adjourn the meeting at 7:47 PM.

BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT 2397
LE SUEUR-HENDERSON PUBLIC SCHOOLS
MINUTES OF SPECIAL SCHOOL BOARD MEETING
MSHS MEDIA CENTER/ ZOOM
November 17, 2022

Item 1.0 **Call to Order:** The special meeting of the Le Sueur-Henderson Board of Education was called to order at 5:32 PM. Board members in attendance were Brigid Tuck, Kelsey Schwartz, Steve Cross, Brian Sorenson and Gretchen Rehm

Members Absent: Jennifer Burns, Matt Hathaway

Also in attendance: Superintendent Jim Wagner; Admin. Assist, Juanita Flores
5:32

Item 2.0 **Pledge of Allegiance:**

Item 3.0 **Approval of Agenda:** Motion by Cross, second by Sorenson, carried 5-0, to approve the meeting agenda.

Item 4.0 **New Business**

Item 4.1 A Resolution Canvassing Returns of Votes of School District General Election was presented. Said Resolution is attached hereto and made a part of these minutes. Motion made by Board Member Rehm and upon being seconded by Board Member Schwartz, said resolution was duly adopted by the following roll call votes 5-0.

Tuck	Yes	Schwartz	Yes
Cross	Yes	Rehm	Yes
Sorenson	Yes		

Item 8.0 **Adjourn:** Motion by Rehm, second by Cross, carried 5-0, to adjourn the meeting at 5:34 PM.

Treasurer's Report

The general account receipts and disbursements have been reviewed for the month of December, 2021, and I recommend approval.

4 Receipts from general account were pulled for further review and were found to have complete and accurate documentation.

5 Disbursements from general account were pulled for further review and were found to have complete and accurate documentation.

The MSDLAF account receipts and disbursements have been reviewed for the month of December, 2021, and I recommend approval.

2 Receipts from MSDLAF account were pulled for further review and were found to have complete and accurate documentation.

3 Disbursements from MSDLAF were pulled for further review and were found to have complete and accurate documentation.

I have reviewed all manual journal entries for the month of December, 2021.

I have reviewed the bank reconciliation completed by Region V for all district accounts for the month of December, 2021.



School Board Director

11.8.22

Date

Le Sueur-Henderson Schools Receipt Listing Report

Deposit Ctrl No	Batch	Co	Receipt No	Receipt Type	Bank	Check No	Date	Pmt Type	Grp	Code	Customer	Status	Amount
417897	R2206L	2397	40934	Credit	MSDL	83425	12/01/21	Wire	1	1013	SCOTT COUNTY	Applied	4,652.82
Deposit Control Total:												4,652.82	
417898	R2206L	2397	40935	Credit	MSDL		12/14/21	Wire	1	1315	MN DEPT OF EDUCATION	Applied	6,951.00
	R2206L	2397	40936	Credit	MSDL		12/14/21	Wire	1	1315	MN DEPT OF EDUCATION	Applied	4,040.00
Deposit Control Total:												10,991.00	
417899	R2206L	2397	40937	Credit	MSDL		12/15/21	Wire	1	1012	IDEAS	Applied	558,762.50
Deposit Control Total:												558,762.50	
417900	R2206L	2397	40938	Credit	MSDL		12/29/21	Wire	1	1315	MN DEPT OF EDUCATION	Applied	94.25
Deposit Control Total:												94.25	
417901	R2206L	2397	40939	Credit	MSDL		12/30/21	Wire	1	1315	MN DEPT OF EDUCATION	Applied	7,811.72
	R2206L	2397	40940	Credit	MSDL		12/30/21	Wire	1	1012	IDEAS	Applied	346,297.19
Deposit Control Total:												354,108.91	
417902	R2206L	2397	40941	Credit	MSDL		12/31/21	Wire	1	1001	MSDLAF	Applied	76.96
Deposit Control Total:												76.96	
417904	R2206H	2397	40943	Credit	FFM		12/01/21	Credit Card	1	2252	SCHOOLPAY	Applied	320.00
	R2206H	2397	40944	Debit	FFM		12/01/21	Credit Card	1	2252	SCHOOLPAY	Applied	(12.48)
Deposit Control Total:												307.52	
417905	R2206H	2397	40945	Credit	FFM		12/03/21	Credit Card	1	2252	SCHOOLPAY	Applied	80.00
	R2206H	2397	40946	Debit	FFM		12/03/21	Credit Card	1	2252	SCHOOLPAY	Applied	(3.12)
Deposit Control Total:												76.88	
417906	R2206H	2397	40947	Credit	FFM		12/09/21	Credit Card	1	2252	SCHOOLPAY	Applied	60.00
	R2206H	2397	40948	Debit	FFM		12/09/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.34)
Deposit Control Total:												57.66	
417907	R2206H	2397	40949	Credit	FFM		12/13/21	Credit Card	1	2252	SCHOOLPAY	Applied	120.00
	R2206H	2397	40950	Debit	FFM		12/13/21	Credit Card	1	2252	SCHOOLPAY	Applied	(4.68)
Deposit Control Total:												115.32	
417908	R2206H	2397	40951	Credit	FFM		12/14/21	Credit Card	1	2252	SCHOOLPAY	Applied	35.00
	R2206H	2397	40952	Debit	FFM		12/14/21	Credit Card	1	2252	SCHOOLPAY	Applied	(1.36)
Deposit Control Total:												33.64	
417924	R2206H	2397	40974	Credit	FFM	13717	12/03/21	Wire	1	1037	SIBLEY COUNTY	Applied	116,856.18
	R2206H	2397	40975	Credit	FFM	13717	12/03/21	Wire	1	1037	SIBLEY COUNTY	Applied	165,749.40
Deposit Control Total:												282,605.58	

Le Sueur-Henderson Schools Receipt Listing Report

Deposit			Receipt										Status	Amount
Ctrl No	Batch	Co	Receipt No	Type	Bank	Check No	Date	Pmt Type	Grp	Code	Customer			
417925	R2206H	2397	40976	Credit	FFM		12/01/21	Check	1	1915	COMMUNITY EDUCATION	Applied	740.00	
	R2206H	2397	40977	Credit	FFM	5408-MOORE	12/01/21	Check	1	1718	KIDS CLUB	Applied	56.00	
	R2206H	2397	40978	Credit	FFM	2236	12/01/21	Check	1	1451	LSH BASKETBALL ASSOCIATION	Applied	80.00	
	R2206H	2397	40979	Credit	FFM	11961	12/01/21	Check	1	2291	WILLAERT, PATRICIA	Applied	78.63	
Deposit Control Total:												954.63		
417926	R2206H	2397	40980	Credit	FFM		12/01/21	Cash	1	1858	TECHNOLOGY FEES	Applied	25.00	
	R2206H	2397	40981	Credit	FFM		12/01/21	Cash	1	1033	HS DRAMA	Applied	75.00	
	R2206H	2397	40982	Credit	FFM	2567	12/01/21	Check	1	1925	UNITED FUND OF LE SUEUR	Applied	500.00	
Deposit Control Total:												600.00		
417927	R2206H	2397	40983	Credit	FFM	66931	12/01/21	Check	1	1223	LE SUEUR COUNTY	Applied	240,874.35	
Deposit Control Total:												240,874.35		
417928	R2206S	2397	40984	Credit	FFM		12/14/21	Check	1	1028	HS JR CLASS	Applied	6,052.00	
Deposit Control Total:												6,052.00		
417929	R2206H	2397	40985	Credit	FFM		12/14/21	Check	1	1146	HS PARKING PERMITS	Applied	105.00	
Deposit Control Total:												105.00		
417930	R2206H	2397	40986	Credit	FFM		12/15/21	Cash	1	1793	HS CONCESSIONS	Applied	2,862.00	
Deposit Control Total:												2,862.00		
417931	R2206H	2397	40987	Credit	FFM		12/15/21	Cash	1	1054	HS BOYS BASKETBALL	Applied	454.00	
	R2206H	2397	40988	Credit	FFM		12/15/21	Cash	1	1054	HS BOYS BASKETBALL	Applied	296.00	
	R2206H	2397	40989	Credit	FFM		12/15/21	Cash	1	1054	HS BOYS BASKETBALL	Applied	480.00	
Deposit Control Total:												1,230.00		
417932	R2206H	2397	40990	Credit	FFM		12/15/21	Cash	1	1034	HS GIRLS BASKETBALL	Applied	462.00	
	R2206H	2397	40991	Credit	FFM		12/15/21	Cash	1	1055	HS WRESTLING	Applied	416.00	
Deposit Control Total:												878.00		
417933	R2206H	2397	40992	Credit	FFM		12/15/21	Cash	1	1048	HS BOYS HOCKEY	Applied	1,000.00	
	R2206H	2397	40993	Credit	FFM		12/15/21	Cash	1	1048	HS BOYS HOCKEY	Applied	654.00	
Deposit Control Total:												1,654.00		
417934	R2206H	2397	40994	Credit	FFM		12/15/21	Cash	1	1049	HS GIRLS HOCKEY	Applied	122.00	
	R2206H	2397	40995	Credit	FFM		12/15/21	Cash	1	1049	HS GIRLS HOCKEY	Applied	744.00	
	R2206H	2397	40996	Credit	FFM		12/15/21	Cash	1	1049	HS GIRLS HOCKEY	Applied	966.00	
	R2206H	2397	40997	Credit	FFM		12/15/21	Cash	1	1049	HS GIRLS HOCKEY	Applied	688.00	

Le Sueur-Henderson Schools Receipt Listing Report

Deposit Ctrl No	Batch	Co	Receipt No	Receipt Type	Bank	Check No	Date	Pmt Type	Grp	Code	Customer	Status	Amount
417934	R2206H	2397	40998	Credit	FFM		12/15/21	Cash	1	1049	HS GIRLS HOCKEY	Applied	326.00
Deposit Control Total:												2,846.00	
417935	R2206H	2397	40999	Credit	FFM		12/15/21	Cash	1	1048	HS BOYS HOCKEY	Applied	688.00
Deposit Control Total:												688.00	
417936	R2206H	2397	41000	Credit	FFM		12/15/21	Check	1	1034	HS GIRLS BASKETBALL	Applied	200.00
	R2206H	2397	41001	Credit	FFM		12/15/21	Cash	1	1049	HS GIRLS HOCKEY	Applied	1,050.00
	R2206H	2397	41002	Credit	FFM		12/15/21	Check	1	1048	HS BOYS HOCKEY	Applied	1,560.00
	R2206H	2397	41003	Credit	FFM		12/15/21	Check	1	1134	HS FOOTBALL	Applied	140.00
Deposit Control Total:												2,950.00	
417937	R2206H	2397	41004	Credit	FFM		12/15/21	Check	1	1033	HS DRAMA	Applied	210.00
	R2206H	2397	41005	Credit	FFM		12/15/21	Check	1	1034	HS GIRLS BASKETBALL	Applied	480.00
	R2206H	2397	41006	Credit	FFM		12/15/21	Check	1	1054	HS BOYS BASKETBALL	Applied	320.00
	R2206H	2397	41007	Credit	FFM		12/15/21	Check	1	1054	HS BOYS BASKETBALL	Applied	780.00
	R2206H	2397	41008	Credit	FFM		12/15/21	Check	1	1023	HS BASEBALL	Applied	10.00
Deposit Control Total:												1,800.00	
417938	R2206H	2397	41009	Credit	FFM		12/15/21	Cash	1	1135	HS VOLLEYBALL	Applied	25.00
	R2206H	2397	41010	Credit	FFM		12/15/21	Check	1	1134	HS FOOTBALL	Applied	180.00
	R2206H	2397	41011	Credit	FFM		12/15/21	Check	1	1055	HS WRESTLING	Applied	620.00
	R2206H	2397	41012	Credit	FFM		12/15/21	Check	1	1047	HS KNOWLEDGE BOWL	Applied	210.00
	R2206H	2397	41013	Credit	FFM		12/15/21	Check	1	1198	HS CROSS COUNTRY	Applied	150.00
Deposit Control Total:												1,185.00	
417939	R2206H	2397	41014	Credit	FFM		12/14/21	Check	1	1127	AP EXAMS	Applied	1,248.00
Deposit Control Total:												1,248.00	
417940	R2206H	2397	41015	Credit	FFM	4770	12/30/21	Check	1	1087	LE SUEUR KNIGHTS OF COLUMBUS	Applied	3,000.00
Deposit Control Total:												3,000.00	
417941	R2206H	2397	41016	Credit	FFM	3948	12/30/21	Check	1	1419	LE SUEUR LIONS	Applied	300.00
Deposit Control Total:												300.00	
417942	R2206S	2397	41017	Credit	FFM		12/30/21	Check	1	2247	ELEM STUDENT COUNCIL	Applied	155.00
	R2206S	2397	41018	Credit	FFM	5329-WEICK	12/30/21	Check	1	1033	HS DRAMA	Applied	470.00
Deposit Control Total:												625.00	
417943	R2206H	2397	41019	Credit	FFM	7922	12/30/21	Check	1	2164	HEINZ, JOAN	Applied	76.76
	R2206H	2397	41020	Credit	FFM	4308	12/30/21	Check	1	2280	SUPERIOR TRANSPORTATION SVCS	Applied	433.33

Le Sueur-Henderson Schools Receipt Listing Report

Deposit Ctrl No	Batch	Co	Receipt No	Receipt Type	Bank	Check No	Date	Pmt Type	Grp	Code	Customer	Status	Amount
417943	R2206H	2397	41021	Credit	FFM	074584	12/30/21	Check	1	1130	SOUTH CENTRAL SERVICE COOP	Applied	140.00
Deposit Control Total:												650.09	
417944	R2206H	2397	41022	Credit	FFM	2252-FITZPATRI	12/30/21	Check	1	1380	HS CUSTODIANS	Applied	300.00
Deposit Control Total:												300.00	
417945	R2206H	2397	41023	Credit	FFM	2679	12/30/21	Check	1	1014	MSHSL REGION 2A	Applied	1,380.00
Deposit Control Total:												1,380.00	
417946	R2206H	2397	41024	Credit	FFM	2665	12/30/21	Check	1	1014	MSHSL REGION 2A	Applied	150.00
	R2206H	2397	41025	Credit	FFM	2633	12/30/21	Check	1	1014	MSHSL REGION 2A	Applied	4,228.27
Deposit Control Total:												4,378.27	
417947	R2206H	2397	41026	Credit	FFM	747657	12/30/21	Check	1	2292	COVIA FOUNDATION	Applied	500.00
Deposit Control Total:												500.00	
417948	R2206H	2397	41027	Credit	FFM	200968	12/30/21	Check	1	1045	NICOLLET COUNTY	Applied	9,278.93
Deposit Control Total:												9,278.93	
417949	R2206H	2397	41028	Credit	FFM	2246	12/30/21	Check	1	1451	LSH BASKETBALL ASSOCIATION	Applied	230.00
	R2206H	2397	41029	Credit	FFM	5339	12/30/21	Check	1	2293	LE SUEUR SADDLE CLUB	Applied	10.00
	R2206H	2397	41030	Credit	FFM	03172	12/30/21	Check	1	1915	COMMUNITY EDUCATION	Applied	370.00
	R2206H	2397	41031	Credit	FFM	3247	12/30/21	Check	1	1915	COMMUNITY EDUCATION	Applied	370.00
	R2206H	2397	41032	Credit	FFM	9758	12/30/21	Check	1	1915	COMMUNITY EDUCATION	Applied	370.00
Deposit Control Total:												1,350.00	
417973	R2206H	2397	41077	Credit	FFM		12/31/21	Wire	1	1110	FFM	Applied	68.40
Deposit Control Total:												68.40	
417974	R2206H	2397	41078	Credit	FFM		12/23/21	Wire	1	1868	COMMERCE BANK	Applied	103.24
Deposit Control Total:												103.24	
417990	R2206H	2397	41107	Credit	FFM		12/21/21	Wire	1	2294	CATERPILLAR FOUNDATION	Applied	500.00
Deposit Control Total:												500.00	
418061	R2206H	2397	41249	Credit	FFM		12/01/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	64.00
Deposit Control Total:												64.00	
418062	R2206H	2397	41250	Credit	FFM		12/02/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	370.00
Deposit Control Total:												370.00	
418063	R2206H	2397	41251	Credit	FFM		12/06/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	3,538.50
Deposit Control Total:												3,538.50	

Le Sueur-Henderson Schools Receipt Listing Report

Deposit Ctrl No	Batch	Co	Receipt No	Receipt Type	Bank	Check No	Date	Pmt Type	Grp	Code	Customer	Status	Amount
418064	R2206H	2397	41252	Credit	FFM		12/07/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	4,930.00
Deposit Control Total:												4,930.00	
418065	R2206H	2397	41253	Credit	FFM		12/08/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	296.00
Deposit Control Total:												296.00	
418066	R2206H	2397	41254	Credit	FFM		12/10/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	80.00
Deposit Control Total:												80.00	
418067	R2206H	2397	41255	Credit	FFM		12/13/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	120.00
Deposit Control Total:												120.00	
418068	R2206H	2397	41256	Credit	FFM		12/13/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	3,384.00
Deposit Control Total:												3,384.00	
418069	R2206H	2397	41257	Credit	FFM		12/14/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	35.00
Deposit Control Total:												35.00	
418070	R2206H	2397	41258	Credit	FFM		12/20/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	3,525.50
Deposit Control Total:												3,525.50	
418071	R2206H	2397	41259	Credit	FFM		12/23/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	370.00
Deposit Control Total:												370.00	
418072	R2206H	2397	41260	Credit	FFM		12/27/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	370.00
Deposit Control Total:												370.00	
418073	R2206H	2397	41261	Credit	FFM		12/27/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	2,866.50
Deposit Control Total:												2,866.50	
418074	R2206H	2397	41262	Credit	FFM		12/29/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	54.00
Deposit Control Total:												54.00	
418102	R2206H	2397	41301	Credit	FFM	80619	12/01/21	Check	1	2280	SUPERIOR TRANSPORTATION SVCS	Applied	50.00
Deposit Control Total:												50.00	
418108	R2206S	2397	41310	Credit	FFM		12/15/21	Cash	1	1028	HS JR CLASS	Applied	20.00
Deposit Control Total:												20.00	
418117	R2206H	2397	41323	Credit	FFM		12/31/21	Wire	1	2099	A'VIANDS	Applied	4,058.98
	R2206H	2397	41324	Debit	FFM		12/31/21	Wire	1	2252	SCHOOLPAY	Applied	(47.76)
Deposit Control Total:												4,011.22	
Report Total:												1,524,328.67	

Le Sueur-Henderson Schools Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void	Date	Amount
												Date		
FFM	P2205T	81551		Wire	1	1065	MN CHILD SUPPORT PAYMENT CTR		No	Yes	No	12/01/2021	651.50	
FFM	P2205T	81553		Wire	1	12832	MN DEPT OF REVENUE		No	Yes	No	12/01/2021	8,475.73	
FFM	P2205T	81554		Wire	1	13146	MN TEACHERS RETIREMENT ASSOC		No	Yes	No	12/01/2021	30,268.61	
FFM	P2205T	81555		Wire	1	1324	INTERNAL REVENUE SERVICE		No	Yes	No	12/01/2021	52,064.59	
FFM	P2205T	81556		Wire	1	16487	PUBLIC EMPLOYEES RETIREMENT ASS		No	Yes	No	12/01/2021	9,041.14	
FFM	P2205T	81558		Wire	1	5317	FURTHER		No	Yes	No	12/01/2021	7,984.77	
FFM	P2205T	81559		Wire	1	6573	P1 EDUCATORS BENEFIT CONSULTANTS		No	Yes	No	12/01/2021	10,008.97	
FFM	P2206F	81600		Wire	1	6573	P1 EDUCATORS BENEFIT CONSULTANTS		No	Yes	No	12/15/2021	9,512.75	
FFM	P2206F	81601		Wire	1	5317	FURTHER		No	Yes	No	12/15/2021	5,977.08	
FFM	P2206F	81602		Wire	1	1324	INTERNAL REVENUE SERVICE		No	Yes	No	12/15/2021	57,080.61	
FFM	P2206F	81603		Wire	1	1065	MN CHILD SUPPORT PAYMENT CTR		No	Yes	No	12/15/2021	651.50	
FFM	P2206F	81604		Wire	1	12832	MN DEPT OF REVENUE		No	Yes	No	12/15/2021	9,035.90	
FFM	P2206F	81605		Wire	1	13146	MN TEACHERS RETIREMENT ASSOC		No	Yes	No	12/15/2021	32,050.36	
FFM	P2206F	81606		Wire	1	16487	PUBLIC EMPLOYEES RETIREMENT ASS		No	Yes	No	12/15/2021	9,123.06	
FFM	P2206*	81607		Wire	1	12832	MN DEPT OF REVENUE		No	Yes	No	12/20/2021	0.13	
FFM	P2206*	81608		Wire	1	1324	INTERNAL REVENUE SERVICE		No	Yes	No	12/20/2021	58.92	
FFM	P2206G	81611		Wire	1	14843	XCEL ENERGY		No	Yes	No	12/16/2021	1,697.26	
FFM	P2206C	81683		CB	1	10080	LAKESHORE LEARNING MATERIALS		No	Yes	No	12/24/2021	68.86	
FFM	P2206C	81684		CB	1	12176	R1 METRO SALES		No	Yes	No	12/24/2021	2,794.37	
FFM	P2206C	81685		CB	1	1565	NAC		No	Yes	No	12/24/2021	12,222.84	
FFM	P2206C	81686		CB	1	18081	CK1 SCHOOL SPECIALTY LLC	LLC - Partnership	No	Yes	No	12/24/2021	16.88	
FFM	P2206T	81690		Wire	1	1065	MN CHILD SUPPORT PAYMENT CTR		No	Yes	No	12/30/2021	651.50	
FFM	P2206T	81692		Wire	1	12832	MN DEPT OF REVENUE		No	Yes	No	12/30/2021	9,231.52	
FFM	P2206T	81693		Wire	1	13146	MN TEACHERS RETIREMENT ASSOC		No	Yes	No	12/30/2021	31,756.93	
FFM	P2206T	81694		Wire	1	1324	INTERNAL REVENUE SERVICE		No	Yes	No	12/30/2021	56,610.25	
FFM	P2206T	81695		Wire	1	16487	PUBLIC EMPLOYEES RETIREMENT ASS		No	Yes	No	12/30/2021	9,183.24	
FFM	P2206T	81697		Wire	1	5317	FURTHER		No	Yes	No	12/30/2021	5,777.08	
FFM	P2206T	81698		Wire	1	6573	P1 EDUCATORS BENEFIT CONSULTANTS		No	Yes	No	12/30/2021	10,596.08	
FFM	P2206G	81699		Wire	1	10660	R1 CITY OF LE SUEUR		No	Yes	No	12/27/2021	26,233.77	
FFM	P2206F	81714		Wire	1	5317	FURTHER		No	Yes	No	12/01/2021	1,600.00	
FFM	P2206F	81715		Wire	1	5317	FURTHER		No	Yes	No	12/08/2021	296.43	
FFM	P2206F	81716		Wire	1	5317	FURTHER		No	Yes	No	12/15/2021	7.49	
FFM	P2206F	81717		Wire	1	5317	FURTHER		No	Yes	No	12/20/2021	327.05	
FFM	P2206T	81718		Wire	1	5317	FURTHER		No	Yes	No	12/29/2021	124.00	
FFM	P2206T	82160		Wire	1	5305	DELTA DENTAL OF MINNESOTA		No	Yes	No	12/30/2021	3,981.16	
FFM	P2206G	82347		Wire	1	8295	PINEAPPLE PAYMENTS		No	Yes	No	12/03/2021	50.00	
FFM	P2206G	82348		Wire	1	8295	PINEAPPLE PAYMENTS		No	Yes	No	12/03/2021	600.44	
FFM	P2206G	82399		Wire	1	10660	R1 CITY OF LE SUEUR		No	Yes	No	12/01/2021	810.66	
FFM	P2206G	82543		Wire	1	4553	CE1 RSCHOOL TODAY		No	Yes	No	12/15/2021	261.50	

Le Sueur-Henderson Schools Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void		Amount
												Date		
FFM	P2206G	82544		Wire	1 4553	CE1	RSCHOOL TODAY		No	Yes	No	12/16/2021		31.00
FFM	P2206G	82545		Wire	1 4553	R2	rSCHOOL TODAY		No	Yes	No	12/22/2021		30.00
FFM	P2206G	82546		Wire	1 2347		FIRST FARMERS & MERCHANTS		No	Yes	No	12/16/2021		15.00
FFM	P2206G	82547		Wire	1 2347		FIRST FARMERS & MERCHANTS		No	Yes	No	12/31/2021		21.95
FFM	P2206S	81560	81039	Check	1 6377		BUSINESS IMPACT GROUP		Yes	Yes	No	12/01/2021		200.00
FFM	P2206S	81562	81040	Check	1 8371		WESTERBERG, RICH		Yes	Yes	No	12/01/2021		80.00
FFM	P2206S	81561	81041	Check	1 7432		WYHE'S CHOICE FUNDRAISING		Yes	Yes	No	12/01/2021		1,207.50
FFM	P2206G	81564	81042	Check	1 8401		CNH INDUSTRIAL CAPITAL AMERICA LL		Yes	Yes	No	12/08/2021		13,454.94
FFM	P2205T	81569	81043	Check	1 5306		AMERITAS GROUP		Yes	Yes	No	12/08/2021		595.48
FFM	P2205T	81567	81044	Check	1 13147		MN TEAMSTERS NO 320		Yes	Yes	No	12/08/2021		840.00
FFM	P2205T	81566	81045	Check	1 12756		NATIONAL INSURANCE SERVICES OF \		Yes	Yes	No	12/08/2021		2,871.77
FFM	P2205T	81565	81046	Check	1 15695		NCPERS GROUP LIFE INS		Yes	Yes	No	12/08/2021		16.00
FFM	P2205T	81568	81047	Check	1 18080		SCHOOL SERVICE EMPLOYEES		Yes	Yes	No	12/08/2021		523.80
FFM	P2206G	81577	81048	Check	1 1866		CASAS		Yes	Yes	No	12/08/2021		1,244.20
FFM	P2206G	81571	81049	Check	1 08112		CITY OF HENDERSON		Yes	Yes	No	12/08/2021		221.26
FFM	P2206G	81573	81050	Check	1 10700		CITY OF LE SUEUR		Yes	Yes	No	12/08/2021		3,330.00
FFM	P2206G	81570	81051	Check	1 03582		COLE PAPERS INC		Yes	Yes	No	12/08/2021		402.60
FFM	P2206G	81586	81052	Check	1 7761	P1	DECKER INC		Yes	Yes	No	12/08/2021		143.49
FFM	P2206G	81584	81053	Check	1 6573	P1	EDUCATORS BENEFIT CONSULTANTS		Yes	Yes	No	12/08/2021		112.54
FFM	P2206G	81581	81054	Check	1 5862		HILDI INC		Yes	Yes	No	12/08/2021		4,335.00
FFM	P2206G	81582	81055	Check	1 6054		HIRE IMAGE		Yes	Yes	No	12/08/2021		530.00
FFM	P2206G	81572	81056	Check	1 08470		HOLIDAY		Yes	Yes	No	12/08/2021		82.71
FFM	P2206G	81591	81057	Check	1 8376		ICE PRO SHOP		Yes	Yes	No	12/08/2021		732.50
FFM	P2206G	81575	81058	Check	1 1190		ISD 829		Yes	Yes	No	12/08/2021		364.58
FFM	P2206G	81585	81059	Check	1 7097	R1	MEI		Yes	Yes	No	12/08/2021		272.56
FFM	P2206G	81589	81060	Check	1 8309		METRONET		Yes	Yes	No	12/08/2021		3,820.84
FFM	P2206G	81578	81061	Check	1 2728		NELSON PRINTING		Yes	Yes	No	12/08/2021		686.00
FFM	P2206G	81583	81062	Check	1 6524	R1	NEW DOMINION SCHOOL		Yes	Yes	No	12/08/2021		4,997.57
FFM	P2206G	81579	81063	Check	1 28989		PFARR, KRISTAN		Yes	Yes	No	12/08/2021		150.00
FFM	P2206G	81576	81064	Check	1 17776	R2	SCHOLASTIC BOOK FAIRS - 15		Yes	Yes	No	12/08/2021		955.61
FFM	P2206G	81588	81065	Check	1 8078		SIWEK LUMBER & MILLWORK		Yes	Yes	No	12/08/2021		17.99
FFM	P2206G	81580	81066	Check	1 5463	R1	TIERNEY		Yes	Yes	No	12/08/2021		866.25
FFM	P2206G	81574	81067	Check	1 11020		TRUSTWORTHY HARDWARE OF LE SL		Yes	Yes	No	12/08/2021		75.56
FFM	P2206G	81587	81068	Check	1 7826		U.S. BANK EQUIPMENT FINANCE		Yes	Yes	No	12/08/2021		1,497.00
FFM	P2206G	81590	81069	Check	1 8355		WALKER BOOKSTORE		Yes	Yes	No	12/08/2021		137.50
FFM	P2206S	81594	81070	Check	1 8402		SAMPSON, MICHELLE		Yes	Yes	No	12/08/2021		3,814.82
FFM	P2206S	81593	81071	Check	1 7313		SHOEMAKER, COURTNEY		Yes	Yes	No	12/08/2021		43.67
FFM	P2206S	81592	81072	Check	1 5496		WEICK, JENNIFER		Yes	Yes	No	12/08/2021		128.69
FFM	P2206G	81595	81073	Check	1 8403		WERNER, JOE		Yes	Yes	No	12/14/2021		5,650.00

Le Sueur-Henderson Schools Payment Reg by Bank and Check

											Pay/Void		
Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Date	Amount
FFM	P2206S	81598	81074	Check	1	8305	GATEWAY MUSIC FESTIVALS & TOURS		Yes	Yes	No	12/16/2021	843.83
FFM	P2206S	81597	81075	Check	1	8108	KWIK TRIP		Yes	Yes	No	12/16/2021	3,360.00
FFM	P2206S	81596	81076	Check	1	21290	RADERMACHER'S		Yes	Yes	No	12/16/2021	13,391.30
FFM	P2206S	81599	81077	Check	1	8409	TIMMERMAN, CRAIG		Yes	Yes	No	12/16/2021	450.00
FFM	P2206G	81612	81078	Check	1	00294	AIM ELECTRONICS INC		Yes	Yes	No	12/24/2021	1,060.00
FFM	P2206G	81665	81079	Check	1	7852	APG MEDIA OF SOUTHERN MN LLC		Yes	Yes	No	12/24/2021	144.00
FFM	P2206G	81673	81080	Check	1	8280	BLOM, JOEL	Ind/Sole Proprietor	Yes	Yes	No	12/24/2021	125.00
FFM	P2206G	81645	81081	Check	1	4801	R1 CENTERPOINT ENERGY		Yes	Yes	No	12/24/2021	269.38
FFM	P2206G	81646	81082	Check	1	4801	R1 CENTERPOINT ENERGY		Yes	Yes	No	12/24/2021	18,965.82
FFM	P2206G	81639	81083	Check	1	21090	CENTURYLINK		Yes	Yes	No	12/24/2021	70.00
FFM	P2206G	81621	81084	Check	1	10700	CITY OF LE SUEUR		Yes	Yes	No	12/24/2021	345.00
FFM	P2206G	81669	81085	Check	1	8061	CLANCY, RYAN		Yes	Yes	No	12/24/2021	125.00
FFM	P2206G	81682	81086	Check	1	8410	EVENSKI, JOYCE		Yes	Yes	No	12/24/2021	60.00
FFM	P2206G	81667	81087	Check	1	7974	FEENEY, DYLAN		Yes	Yes	No	12/24/2021	105.00
FFM	P2206G	81649	81088	Check	1	5700	R1 FERGUSON ENTERPRISES #1657		Yes	Yes	No	12/24/2021	361.96
FFM	P2206G	81613	81089	Check	1	06359	R1 FOLLETT SCHOOL SOLUTIONS		Yes	Yes	No	12/24/2021	402.45
FFM	P2206G	81668	81090	Check	1	8026	FRISCHMON, MIKE		Yes	Yes	No	12/24/2021	115.00
FFM	P2206G	81666	81091	Check	1	7909	GLASER, KENDALL		Yes	Yes	No	12/24/2021	100.00
FFM	P2206G	81681	81092	Check	1	8408	GLASER, LANE		Yes	Yes	No	12/24/2021	307.00
FFM	P2206G	81644	81093	Check	1	4677	R1 GOLD MEDAL		Yes	Yes	No	12/24/2021	294.35
FFM	P2206G	81674	81094	Check	1	8310	HANSON, MICHAEL	Ind/Sole Proprietor	Yes	Yes	No	12/24/2021	130.00
FFM	P2206G	81660	81095	Check	1	7368	HERRMANN, MIKE		Yes	Yes	No	12/24/2021	125.00
FFM	P2206G	81664	81096	Check	1	7791	HIGHER POWER SPORTS INC		Yes	Yes	No	12/24/2021	3,000.00
FFM	P2206G	81652	81097	Check	1	6054	HIRE IMAGE		Yes	Yes	No	12/24/2021	401.00
FFM	P2206G	81654	81099	Check	1	6264	ISD 2758		Yes	Yes	No	12/24/2021	300.00
FFM	P2206G	81656	81100	Check	1	6667	ISD 2905		Yes	Yes	No	12/24/2021	200.00
FFM	P2206G	81640	81101	Check	1	2349	ISD 717		Yes	Yes	No	12/24/2021	150.00
FFM	P2206G	81616	81102	Check	1	08820	WEST ISD 77 MANKATO WEST ACTIVITIES		Yes	Yes	No	12/24/2021	10.00
FFM	P2206G	81617	81103	Check	1	08949	ISD 840		Yes	Yes	No	12/24/2021	40.00
FFM	P2206G	81641	81104	Check	1	2984	ISTA, JOHN		Yes	Yes	No	12/24/2021	125.00
FFM	P2206G	81662	81105	Check	1	7571	KENNEDY & GRAVEN, CHARTERED		Yes	Yes	No	12/24/2021	2,930.50
FFM	P2206G	81619	81106	Check	1	10085	LANO EQUIPMENT OF NORWOOD		Yes	Yes	No	12/24/2021	209.00
FFM	P2206G	81677	81107	Check	1	8404	LARKIN, RICK		Yes	Yes	No	12/24/2021	85.00
FFM	P2206G	81676	81108	Check	1	8381	LIBERTY SUPPLY	LLC - S Corp	Yes	Yes	No	12/24/2021	404.80
FFM	P2206G	81623	81109	Check	1	11839	MASA		Yes	Yes	No	12/24/2021	299.00
FFM	P2206G	81626	81110	Check	1	12760	MASSP		Yes	Yes	No	12/24/2021	210.00
FFM	P2206G	81634	81111	Check	1	17020	R2 MATHESON TRI-GAS INC		Yes	Yes	No	12/24/2021	749.67
FFM	P2206G	81627	81112	Check	1	1288	MCEA		Yes	Yes	No	12/24/2021	676.00
FFM	P2206G	81624	81113	Check	1	12039	MENARDS		Yes	Yes	No	12/24/2021	569.65

Le Sueur-Henderson Schools Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void		Amount
												Date		
FFM	P2206G	81625	81114	Check	1	1228	MESPA		Yes	Yes	No	12/24/2021		325.00
FFM	P2206G	81629	81115	Check	1	13152	MN VALLEY EDUCATION DISTRICT		Yes	Yes	No	12/24/2021		41,233.00
FFM	P2206G	81628	81116	Check	1	13151	R1 MN VALLEY ELECTRIC COOPERATIVE		Yes	Yes	No	12/24/2021		20.01
FFM	P2206G	81630	81117	Check	1	13775	R2 MSC INDUSTRIAL SUPPLY CO		Yes	Yes	No	12/24/2021		9.22
FFM	P2206G	81631	81118	Check	1	13826	MUSIC MART		Yes	Yes	No	12/24/2021		109.50
FFM	P2206G	81632	81119	Check	1	14990	NUESSMEIER ELECTRIC INC		Yes	Yes	No	12/24/2021		10.90
FFM	P2206G	81643	81120	Check	1	3581	ORTHOPAEDIC & FRACTURE CLINIC		Yes	Yes	No	12/24/2021		7,082.06
FFM	P2206G	81680	81121	Check	1	8407	PFARR, CHRIS		Yes	Yes	No	12/24/2021		35.00
FFM	P2206G	81678	81122	Check	1	8405	PIGMAN, DYLAN		Yes	Yes	No	12/24/2021		100.00
FFM	P2206G	81633	81123	Check	1	16060	PLUNKETTS INC		Yes	Yes	No	12/24/2021		165.00
FFM	P2206G	81635	81124	Check	1	1814	POWELL, KELLY		Yes	Yes	No	12/24/2021		105.00
FFM	P2206G	81615	81126	Check	1	08117	R1 RACHEL MILLER		Yes	Yes	No	12/24/2021		270.26
FFM	P2206G	81679	81127	Check	1	8406	ROOTES, DAN		Yes	Yes	No	12/24/2021		85.00
FFM	P2206G	81648	81128	Check	1	5629	R3 SANCO EQUIPMENT LLC		Yes	Yes	No	12/24/2021		160.16
FFM	P2206G	81614	81129	Check	1	06600	SS SCHOOL SPECIALTY LLC		Yes	Yes	No	12/24/2021		138.87
FFM	P2206G	81620	81130	Check	1	1061	SCOTT COUNTY TREASURER		Yes	Yes	No	12/24/2021		12.98
FFM	P2206G	81636	81131	Check	1	18980	SOUTH CENTRAL SERVICE COOP		Yes	Yes	No	12/24/2021		48,353.15
FFM	P2206G	81661	81132	Check	1	7536	SOUTHERN MINNESOTA INSPECTION		Yes	Yes	No	12/24/2021		1,379.00
FFM	P2206G	81670	81133	Check	1	8073	SPERR, MIKE		Yes	Yes	No	12/24/2021		85.00
FFM	P2206G	81659	81134	Check	1	7145	ST. PAUL'S UNITED CHURCH OF CHRIS		Yes	Yes	No	12/24/2021		750.00
FFM	P2206G	81642	81135	Check	1	29886	SULLIVAN, MARTY		Yes	Yes	No	12/24/2021		105.00
FFM	P2206G	81657	81136	Check	1	6811	SYMANITZ, DAVID		Yes	Yes	No	12/24/2021		220.00
FFM	P2206G	81675	81137	Check	1	8370	THE SENSORY KIDS STORE		Yes	Yes	No	12/24/2021		75.85
FFM	P2206G	81622	81138	Check	1	11020	TRUSTWORTHY HARDWARE OF LE SU		Yes	Yes	No	12/24/2021		85.54
FFM	P2206G	81637	81139	Check	1	1956	TUREK, TERRY		Yes	Yes	No	12/24/2021		45.00
FFM	P2206G	81663	81140	Check	1	7785	P1 ULINE		Yes	Yes	No	12/24/2021		331.45
FFM	P2206G	81638	81141	Check	1	20680	UNITED FARMERS COOPERATIVE		Yes	Yes	No	12/24/2021		310.77
FFM	P2206G	81650	81142	Check	1	5997	VERIZON WIRELESS		Yes	Yes	No	12/24/2021		1,640.43
FFM	P2206G	81651	81143	Check	1	5997	VERIZON WIRELESS		Yes	Yes	No	12/24/2021		355.98
FFM	P2206G	81671	81144	Check	1	8088	VINKEMEIER, JEFF		Yes	Yes	No	12/24/2021		125.00
FFM	P2206G	81655	81145	Check	1	6639	WILLAERT, PAT		Yes	Yes	No	12/24/2021		30.49
FFM	P2206G	81658	81146	Check	1	7021	WILMES, JORDAN		Yes	No	No	12/24/2021		200.00
FFM	P2206G	81653	81147	Check	1	6056	WITTERSCHEIN, JOE		Yes	Yes	No	12/24/2021		125.00
FFM	P2206G	81647	81148	Check	1	5166	ZALLEK, MARK		Yes	Yes	No	12/24/2021		270.00
FFM	P2206G	81687	81149	Check	1	8277	R2 QUADIENT FINANCE USA INC	C Corporation	Yes	Yes	No	12/24/2021		500.00
FFM	P2206T	81688	81150	Check	1	7127	THE ROSE LAW FIRM PLLC		Yes	Yes	No	12/28/2021		1,472.53
FFM	P2206T	81689	81151	Check	1	8079	RIVERVIEW LAW OFFICE, PLLC		Yes	Yes	No	12/30/2021		346.40

Bank Total: \$629,563.57

Le Sueur-Henderson Schools Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void			Amount	
									Print	Recon	Void		Date
MSDL	P2206M	81809		PC	1	08656	HY-VEE FOODS		No	Yes	No	12/03/2021	75.34
MSDL	P2206M	81810		PC	1	12039	MENARDS		No	Yes	No	12/03/2021	511.60
MSDL	P2206M	81811		PC	1	13775	R2 MSC INDUSTRIAL SUPPLY CO		No	Yes	No	12/03/2021	82.40
MSDL	P2206M	81812		PC	1	14920	NORTHWEST GAS		No	Yes	No	12/03/2021	87.95
MSDL	P2206M	81813		PC	1	20954	USPS		No	Yes	No	12/03/2021	7.38
MSDL	P2206M	81814		PC	1	21290	RADERMACHER'S		No	Yes	No	12/03/2021	3.66
MSDL	P2206M	81815		PC	1	2138	CHRISTIANBOOK LLC		No	Yes	No	12/03/2021	90.15
MSDL	P2206M	81816		PC	1	2522	SUBWAY		No	Yes	No	12/03/2021	94.28
MSDL	P2206M	81817		PC	1	2819	AMAZON.COM		No	Yes	No	12/03/2021	2,293.99
MSDL	P2206M	81818		PC	1	2905	HENDERSON ROADHAUS		No	Yes	No	12/03/2021	83.64
MSDL	P2206M	81819		PC	1	4913	LJP ENTERPRISES TRUCKING LLC		No	Yes	No	12/03/2021	1,433.97
MSDL	P2206M	81820		PC	1	4990	P-CARD		No	Yes	No	12/03/2021	34.99
MSDL	P2206M	81821		PC	1	5943	WALMART		No	Yes	No	12/03/2021	77.43
MSDL	P2206M	81822		PC	1	6889	r1 TEACHER SYNERGY LLC		No	Yes	No	12/03/2021	22.55
MSDL	P2206M	81823		PC	1	7292	HOME DEPOT		No	Yes	No	12/03/2021	1,920.91
MSDL	P2206M	81824		PC	1	7896	AQUAPHOENIX SCIENTIFIC		No	Yes	No	12/03/2021	234.38
MSDL	P2206M	81825		PC	1	7898	ENERGY CONTROL TECHNOLOGIES		No	Yes	No	12/03/2021	206.71
MSDL	P2206M	81826		PC	1	8081	R1 MOSYLE CORPORATION		No	Yes	No	12/03/2021	12.36
MSDL	P2206M	81827		PC	1	8216	ZOOM VIDEO COMMUNICATIONS INC		No	Yes	No	12/03/2021	14.99
MSDL	P2206M	81828		PC	1	8231	SMORE		No	Yes	No	12/03/2021	149.00

Bank Total: \$7,437.68

Report Total: \$637,001.25

Le Sueur-Henderson ISD 2397

Student Activity Summary

December 2021

Account Code	Account Description	Beginning Balance	Receipts	Disbursements	Transfers	Ending Balance
939	HS BASEBALL	\$ 2,015.29	\$ -	\$ (200.00)	\$ -	\$ 1,815.29
947	HS SPEECH	\$ 309.03	\$ -	\$ -	\$ -	\$ 309.03
949	HS YEARBOOK	\$ 4,780.67	\$ -	\$ -	\$ -	\$ 4,780.67
951	HS BAND	\$ 12,979.88	\$ -	\$ (2,051.33)	\$ -	\$ 10,928.55
952	HS SOFTBALL	\$ 9.31	\$ -	\$ -	\$ -	\$ 9.31
956	6TH GR FIELD TRIPS	\$ 573.26	\$ -	\$ -	\$ -	\$ 573.26
961	HS CHOIR	\$ 13,062.63	\$ -	\$ (450.00)	\$ -	\$ 12,612.63
973	HS SPANISH CLUB	\$ 24,656.14	\$ -	\$ (17,206.12)	\$ -	\$ 7,450.02
974	MS STUDENT COUNCIL	\$ 2,019.42	\$ -	\$ -	\$ -	\$ 2,019.42
975	HS STUDENT COUNCIL	\$ 1,494.73	\$ -	\$ (43.67)	\$ -	\$ 1,451.06
984	ELEM STUDENT COUNCIL	\$ 19,583.37	\$ 155.00	\$ (80.00)	\$ -	\$ 19,658.37
986	HS DRAMA	\$ 276.14	\$ 470.00	\$ (128.69)	\$ -	\$ 617.45
991	CLASS OF 2022	\$ 3,452.54	\$ -	\$ -	\$ -	\$ 3,452.54
992	CLASS OF 2023	\$ -	\$ 6,072.00	\$ (3,360.00)	\$ -	\$ 2,712.00
	TOTALS	\$ 85,212.41	\$ 6,697.00	\$ (23,519.81)	\$ -	\$ 68,389.60



Employment Recommendation Le Sueur - Henderson School District

Position: Middle/High FACS Long term Substitute

Recommended Candidate: Julia Welvaert

Recommended by: Cindy Schmidt

Date: 11/30/2022

To be completed by administrator:

Candidate has current & appropriate certification:

Reference checks completed:

Years of experience granted:

Step Placement:

Highest degree currently held:

Lane Placement:

Credits beyond highest degree granted:

No
Yes
0
0
BA
BA
0

X

New Position

Existing Position

Replacing: Courtney Shoemaker

Additional Information:

- Pending School Board Approval
- Pending Background Check
- Pending Teacher Licensure- December Graduate

Approval of Principal:

Cynthia Schmidt

11/30/2022

Electronic Signature

Date

Approval of Superintendent:



Employment Recommendation Le Sueur - Henderson School District

Position: Middle/High School Counselor

Recommended Candidate: Jessica Kirschner

Recommended by: Cindy Schmidt

Date: 12/05/2022

To be completed by administrator:

Candidate has current & appropriate certification:

Yes

Reference checks completed:

Yes

Years of experience granted:

14

Step Placement:

14

Highest degree currently held:

Masters

Lane Placement:

MA

Credits beyond highest degree granted:

0

New Position

Existing Position

Replacing: Jessica Mack-Hafermann

Additional Information:

- Pending School Board Approval
- Pending Background Check

Approval of Principal:

Cynthia Schmidt

12/05/2022

Electronic Signature

Date

Approval of Superintendent:

Electronic Signature

Date



8501 Golden Valley Road, Suite 300 | Minneapolis, Minnesota | 55427
 Phone 763.545.3731 | Fax 763.525.3289

Le Sueur-Henderson Public Schools, ISD #2397
 Jim Wagner
 115 1/2 North 5th Street
 Le Sueur, MN 56058

Invoice number 22055-2
 Date 11/01/2022
 Project 22055 Le Sueur-Henderson - New Elementary School

October 2022 Billing

Estimated Construction Cost based on 90% of \$32,000,000 until project bids; then actual Total Construction Cost
 Agreed Upon Fee: 7% (TBD=To Be Determined)

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Schematic Design Phase	302,400.00	80.00	151,200.00	241,920.00	90,720.00
Design Development Phase	403,200.00	0.00	0.00	0.00	0.00
Construction Documents Phase	806,400.00	0.00	0.00	0.00	0.00
Bidding Phase	100,800.00	0.00	0.00	0.00	0.00
Construction Phase	403,200.00	0.00	0.00	0.00	0.00
Total	2,016,000.00	12.00	151,200.00	241,920.00	90,720.00

Reimbursable Expenses

	Units	Billed Amount
Color Printing	70.00	38.50
Plotter Black & White	11.00	15.73
Plotter Color	105.00	231.00
Black & White Printing	512.00	67.58
Mileage	918.00	631.13
Meals		76.93
Communication Fee		16.50
Reimbursable Expenses subtotal		1,077.37


 Invoice total **91,797.37**
 11-11-2022

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
22055-1	10/01/2022	151,340.43		151,340.43			
22055-2	11/01/2022	91,797.37	91,797.37				
Total		243,137.80	91,797.37	151,340.43	0.00	0.00	0.00



LE SUEUR-HENDERSON - NEW ELEMENTARY SCHOOL

ATS&R PROJECT NUMBER: 22055
ARCHITECTURAL FEE PAYMENT REQUEST

Date of Invoice: NOVEMBER 2022

BASE BID AMOUNT - ESTIMATE		\$28,800,000.00		7.00%
	PHASE	FEE	% COMPLETE	FEE DUE
A	Schematic Design (15%)	\$ 302,400.00	80%	\$ 241,920.00
B	Design Development (20%)	\$ 403,200.00		\$ -
C	Construction Documents (40%)	\$ 806,400.00		\$ -
D	Bidding (5%)	\$ 100,800.00		\$ -
Total Fee Due Through 80% (Bidding)		\$ 1,612,800.00		\$ 241,920.00

CONSTRUCTION PHASE

Fee For Construction Phase (20%)
 (Based On Awarded Contract Amount)

\$ 28,800,000.00 \$ 403,200.00

Number of Months For Construction

6

16.67%

Fee Due Per Construction Month

\$ 67,200.00

		MONTH #		
E	Construction		0.00%	\$ -

-- ADDITIONAL FEES ON PROJECT --

F	Post Construction	To Be Determined	\$ -
G	Fee on Alternate	To Be Determined	\$ -
H	Fee on Change Orders	To Be Determined	\$ -
I	Fee on Owner-Purchased/Installed Items	To Be Determined	\$ -

SUMMARY OF ARCHITECTURAL FEE DUE (ABOVE)

Total Amount Due To Date	\$ 241,920.00
Billed to Date	\$ 151,200.00

TOTAL AMOUNT DUE THIS INVOICE	\$ 90,720.00
--------------------------------------	--------------

Total Through Bid	\$ 1,612,800.00
Construction	\$ 403,200.00
Post Construction	\$ -
Fee on Alternates	\$ -
Fee on Change Orders	\$ -
Fee on Owner Purchased Items	\$ -
Total to be Billed	\$ 2,016,000.00



8501 Golden Valley Road, Suite 300 | Minneapolis, Minnesota | 55427

Phone 763.545.3731 | Fax 763.525.3289

Le Sueur-Henderson Public Schools, ISD #2397
 Jim Wagner
 115 1/2 North 5th Street
 Le Sueur, MN 56058

Invoice number 22055-2
 Date 11/01/2022

Project 22055 Le Sueur-Henderson - New
 Elementary School

October 2022 Billing

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 Agreed Upon Fee: 7% (TBD=To Be Determined)

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
Schematic Design Phase	302,400.00	80.00	151,200.00	241,920.00	90,720.00
Design Development Phase	403,200.00	0.00	0.00	0.00	0.00
Construction Documents Phase	806,400.00	0.00	0.00	0.00	0.00
Bidding Phase	100,800.00	0.00	0.00	0.00	0.00
Construction Phase	403,200.00	0.00	0.00	0.00	0.00
Total	2,016,000.00	12.00	151,200.00	241,920.00	90,720.00

Reimbursable Expenses

	Units	Billed Amount
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Invoice total **91,797.37**

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Total		243,137.80	91,797.37	151,340.43	0.00	0.00	0.00

Adopted: _____

MSBA/MASA Model Policy 722

Orig. 2017

Revised: _____

Rev. 2022

722 PUBLIC DATA AND DATA SUBJECT REQUESTS

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. Confidential Data on Individuals

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

B. Data on Individuals

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

C. Data Practices Compliance Officer

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

D. Government Data

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

E. Individual

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

F. Inspection

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

G. Not Public Data

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

H. Nonpublic Data

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

I. Private Data on Individuals

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

J. Protected Nonpublic Data

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

K. Public Data

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

L. Public Data Not on Individuals

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

M. Public Data on Individuals

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

N. Responsible Authority

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

O. Summary Data

Statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable. Unless classified pursuant to Minnesota Statutes section 13.06, another statute, or federal law, summary data is public.

IV. REQUESTS FOR PUBLIC DATA

- A. All requests for public data must be made in writing directed to the responsible authority.
1. A request for public data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact the requestor (such as phone number, address, or email address).
 2. Unless specifically authorized by statute, the school district may not require persons to identify themselves, state a reason for, or justify a request to gain access to public government data. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data. A requestor is not required to explain the reason for the data request.
 3. The identity of the requestor is public, if provided, but cannot be required by the government entity.
 4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- B. The responsible authority will respond to a data request at reasonable times and places as follows:
1. The responsible authority will notify the requestor in writing as follows:
 - a. The requested data does not exist; or
 - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
 - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
 - (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
 - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.

2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

V. REQUEST FOR SUMMARY DATA

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
 1. A request for the preparation of summary data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
 1. The estimated costs of preparing the summary data, if any; and
 2. The summary data requested; or
 3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
 4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

VI. DATA BY AN INDIVIDUAL DATA SUBJECT

- A. Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals shall be limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.

- B. Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes section 13.05, subdivision 4.
- C. Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.
- D. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.
- E. The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.
- F. The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.
- G. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
- H. The determination of the responsible authority may be appealed pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the commissioner shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the commissioner may refer the matter to mediation. Following these efforts, the commissioner shall dismiss the appeal or issue the order and notice of hearing.
- I. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes section 138.17.
- A.J. After completing, correcting, or destroying successfully challenged data, the school district may retain a copy of the commissioner of administration's order issued under Minnesota Statutes chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

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

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

VIII. COSTS

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

[Note: the district should identify the payment methods that it will accept.]

B. Summary Data

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

C. Data Belonging to an Individual Subject

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

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

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

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

IXVII. Annual Review and Posting

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

Data Practices Contacts

Responsible Authority:

[Name]

[Location]

[Phone number; email address]

Data Practices Compliance Official:

[Name]

[Location]

[Phone number; email address]

Data Practices Designee(s):

[Name]

[Location]

[Phone number; email address]

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

[Minn. Stat. § 13.01 \(Government Data\)](#)

[Minn. Stat. § 13.02 \(Definitions\)](#)

Minn. Stat. [§ 13.025 \(Government Entity Obligation\)](#)

[Minn. Stat. § 13.03 \(Access to Government Data\)](#)

[Minn. Stat. § 13.04 \(Rights of Subjects to Data\)](#)

[Minn. Stat. § 13.05 \(Duties of Responsible Authority\)](#)

[Minn. Stat. § 13.32 \(Educational Data\)](#)

[Minn. Rules Part 1205.0300 \(Access to Public Data\)](#)

[Minn. Rules Part 1205.0400 \(Access to Private Data\)](#)

Cross References:

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

INDEPENDENT SCHOOL DISTRICT NO. ____
PUBLIC DATA REQUEST FORM

TO BE COMPLETED BY THE REQUESTOR

REQUESTOR NAME (NOT REQUIRED):	PHONE NUMBER:*
ADDRESS:*	EMAIL ADDRESS:*
DATE OF REQUEST:	
DESCRIPTION OF THE INFORMATION REQUESTED: (attach additional page if necessary)	
MANNER IN WHICH RESPONSIVE DATA IS TO BE PROVIDED:	
INSPECTION ONLY _____ COPIES ONLY** _____ BOTH INSPECTION AND COPIES _____ **	
**Inspection is free, but there is a charge for copies. Payment must be received before copies will be provided.	

FOR OFFICE USE ONLY

DATE REQUEST RECEIVED:	REQUEST RECEIVED BY:
DATE OF RESPONSE:	RESPONSE PROVIDED BY:

* Requestor's name is optional. However, contact information is necessary to mail/email the data. Also, contact information is needed if the school district does not understand the request. We will not work on such a request until clarified.

Adopted: _____

MSBA/MASA Model Policy 605

Orig. 1999

Revised: _____

Rev. ~~2022~~1999

605 ALTERNATIVE ~~PROGRAMS~~ EDUCATIONAL SERVICES

I. PURPOSE

The purpose of this policy is to recognize the need for alternative educational ~~programs~~ services for some school district students.

II. GENERAL STATEMENT OF POLICY

The school board recognizes the importance of alternative ~~program options~~ educational services for some students. Circumstances may be such that some students are put at risk of being able to continue or to complete their education programs. It is the policy of the school ~~board~~ district that options shall be made available for some students to select educational alternatives that will enhance their opportunity to complete their education programs, recognizing that some students may become successful learners if given an opportunity to learn in a different environment and through a different learning style.

III. RESPONSIBILITY

A. Any student who is 17 years old who seeks to withdraw from school, and the student's parent or guardian must attend a meeting with school personnel to discuss the educational opportunities available to the student, including alternative educational opportunities and sign a written election to withdraw from school.

B. It shall be the responsibility of the superintendent to identify alternative ~~program~~ educational opportunities to be made available to students who may be at risk, to recommend such alternative programs to the school board for approval, and to familiarize students and parents with the availability of such alternative ~~programs~~ educational services. The superintendent shall, through cooperative efforts with other schools, agencies, and organizations, periodically recommend additional or modified alternative educational ~~programs~~ services to the school board.

B.C. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to alternative programs.

Legal References: Minn. Stat. § 120A.22, Subd. 8 (Compulsory Instruction)
Minn. Stat. § 121A.41, Subd. 11 (Definitions – ~~Alternative Educational Services~~)
Minn. Stat. § 121A.45, Subd. 1 (Grounds for Dismissal)
Minn. Stat. § 123A.06 (State-Approved Alternative Programs and Services)
Minn. Stat. § 124D.66 (Assurance of Mastery Programs)
Minn. Stat. § 124D.68 (Graduation Incentives Programs)
Minn. Stat. § 124D.74 (American Indian Language and Cultural Educational Programs)
Minn. Stat. § 125A.50 (Alternative Delivery of Specialized Instructional Services)

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

MSBA/MASA Model Policy 604 (Instructional Curriculum)

Adopted: _____

MSBA/MASA Model Policy 604

Orig. 1995

Revised: _____

Rev. 202217

604 INSTRUCTIONAL CURRICULUM

I. PURPOSE

The purpose of this policy is to provide for the development of course offerings for students.

II. GENERAL STATEMENT OF POLICY

A. Instruction must be provided in at least the following subject areas:

1. Language arts and basic communication skills including reading and writing, literature, and fine arts;
2. Mathematics and science;
3. Social studies, including history, geography, economics, government, and citizenship that includes civics (see II.I.);
4. Health and physical education;

[Note: Health curriculum may include child sexual abuse prevention in consultation with other federal, state, or local agencies and community-based organizations to identify research-based tools, curricula, and programs.]

5. The arts;
6. Career and technical education; and
7. World languages.

[Note: World languages programs should be developed and implemented to acknowledge and reinforce the language proficiency and cultural awareness that non-English language speakers already possess and encourage students' proficiency in multiple world languages. Programs also must encompass indigenous American Indian languages and cultures, among other world languages and cultures. School districts may award Minnesota World Language Proficiency Certificates or Minnesota World Language High Achievement Certificates consistent with Minn. Stat. §Minnesota Statutes section 120B.022, subdivision Subd. 1.]

- B. The basic instructional program shall include all courses required for each grade level by the Minnesota Department of Education (MDE) and all courses required in all elective subject areas. The instructional approach will be nonsexist and multicultural.
- C. Elementary and middle schools shall offer at least three, and require at least two, of the following four art areas: dance, music, theater, and visual arts. High schools shall offer at least three, and require at least one, of the following five art areas: media arts, dance, music, theater, and visual arts.
- D. The school board, at its discretion, may offer additional courses in the instructional

program at any grade level.

- E. Each instructional program shall be planned for optimal benefit taking into consideration the financial condition of the school district and other relevant factors. Each program plan should contain goals and objectives, materials, minimum student competency levels, and methods for student evaluation.
- F. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to instructional curriculum.

III. PARENTAL CURRICULUM REVIEW

The school district shall have a procedure for a parent, guardian, or an adult student, 18 years of age or older, to review the content of the instructional materials to be provided to a minor child or to an adult student and, if the parent, guardian, or adult student objects to the content, to make reasonable arrangements with school personnel for alternative instruction. Alternative instruction may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school board does not meet the concerns of the parent, guardian, or adult student. The school board is not required to pay for the costs of alternative instruction provided by a parent, guardian, or adult student. School personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction under this section. School personnel may evaluate and assess the quality of the student's work.

IV. CPR AND AED INSTRUCTION

The school district will provide onetime cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) instruction as part of its grade 7 to 12 curriculum. ~~for all students in that grade beginning in the 2014-2015 school year and later.~~

- ~~A1.~~ In the school district's discretion, training and instruction may result in CPR certification.
- ~~B2.~~ CPR and AED instruction must include CPR and AED training that have been developed:
 - ~~1a.~~ by the American Heart Association or the American Red Cross and incorporate psychomotor skills to support the instruction; or
 - ~~2b.~~ using nationally recognized, evidence-based guidelines for CPR and incorporate psychomotor skills to support the instruction. "Psychomotor skills" means hands-on practice to support cognitive learning; it does not mean cognitive-only instruction and training.
- ~~C3.~~ The school district may use community members such as emergency medical technicians, paramedics, police officers, firefighters, and representatives of the Minnesota Resuscitation Consortium, the American Heart Association, or the American Red Cross, among others, to provide instruction and training.
- ~~D4.~~ A school administrator may waive this curriculum requirement for a high school transfer student regardless of whether or not the student previously received instruction under this section, an enrolled student absent on the day the instruction occurred under this section, or an eligible student who has a disability.

[Note: If a school district requests resources, the Minnesota Resuscitation Consortium must provide them to the school district for instruction and training provided to students under this section.]

V. COLLEGE AND CAREER PLANNING

AH. The school district shall assist all students by no later than grade 9 to explore their educational college and career interests, aptitudes, and aspirations and develop a plan for a smooth and successful transition to postsecondary education or employment. All students' plans must:

1. provide a comprehensive plan to prepare for and complete career and college-ready curriculum by meeting state and local academic standards and developing career and employment-related skills such as team-work, collaboration, creativity, communication, critical thinking, and good work habits;
2. emphasize academic rigor and high expectations and inform the student, and the student's parent or guardian, if the student is a minor, of the student's achievement level score on the Minnesota Comprehensive Assessments that are administered during high school;
3. help students identify interests, aptitudes, aspirations, and personal learning styles that may affect their career and college-ready goals and postsecondary education and employment choices;
4. set appropriate career and college-ready goals with timelines that identify effective means for achieving those goals;
5. help students access education and career options;
6. integrate strong academic content into career-focused courses and applied and experiential learning opportunities and integrate relevant career-focused courses and applied and experiential learning opportunities into strong academic content;
7. help identify and access appropriate counseling and other supports and assistance that enable students to complete required coursework, prepare for postsecondary education and careers, and obtain information about postsecondary education costs and eligibility for financial aid and scholarship;
8. help identify collaborative partnerships among pre-kindergarten through grade 12 schools, postsecondary institutions, economic development agencies, and local and regional employers that support students' transitions to postsecondary education and employment and provide students with applied and experiential learning opportunities; and
9. be reviewed and revised at least annually by the student, the student's parent or guardian, and the school district to ensure that the student's course-taking schedule keeps the student making adequate progress to meet state and local academic standards and high school graduation requirements and with a reasonable chance to succeed with employment or postsecondary education without the need to first complete remedial course work.

B. The school district may develop grade-level curricula or provide instruction that introduces students to various careers, but must not require any curriculum, instruction, or employment-related activity that obligates an elementary or secondary student to involuntarily select or pursue a career, career interest, employment goals, or related job training.

C. Educators must possess the knowledge and skills to effectively teach all English learners in their classrooms. School districts must provide appropriate curriculum, targeted materials, professional development opportunities for educators, and sufficient resources to enable English learners to become career and college-ready.

D. When assisting students in developing a plan for a smooth and successful transition to postsecondary education and employment, school districts must recognize the unique possibilities of each student and ensure that the contents of each student's plan reflect the student's unique talents, skills, and abilities as the student grows, develops, and learns.

E. If a student with a disability has an Individualized Education Program (IEP) or standardized written plan that meets the plan components herein, the IEP satisfies the requirement, and no additional transition plan is needed.

F. Students who do not meet or exceed the Minnesota Academic Standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of the compulsory attendance law. A student's plan under this provision shall continue while a student is enrolled.

[Note: Minn. Stat. § 120B.125 requires school districts to provide the services set forth in Section II.H. beginning in the 2013-2014 school year.]

VI. CIVICS TEST

AI. A student enrolled in a public school must correctly answer at least 30 of 50 civics test questions. A school or district may record on a student's transcript that the student answered at least 30 of 50 civics test questions correctly.

B. "Civics test questions" means 50 of the 100 questions that, as of January 1, 2015, United States eCitizenship and iImmigration sServices officers use to select the questions they pose to applicants for naturalization so the applicants can demonstrate their knowledge and understanding of the fundamentals of United States history and government, as required by federal law. The Learning Law and Democracy Foundation, in consultation with Minnesota civics teachers, must select by July 1 each year 50 of the 100 questions under this paragraph to serve as the state's civics test questions for the proximate school year and immediately transmit the 50 selected civics test questions to MDE and to the Legislative Coordinating Commission, which must post the 50 questions it receives on the Minnesota's Legacy website by August 1 of that year.

C. ~~A school or district~~ The school district may exempt a student with disabilities from this requirement if the student's IEP team determines the requirement is inappropriate and establishes an alternative requirement.

D. ~~A school or district~~ The school district may administer the civics test questions in a language other than English to students who qualify for English learner services.

E. ~~Schools and~~ The school districts may administer civics test questions as part of the social studies curriculum.

F. ~~A~~ The school district must not prevent a student from graduating or deny a student a high school diploma for failing to correctly answer at least 30 of 50 civics test questions.

G. The school district cannot charge a fee related to this requirement.

[Note: This requirement is effective for students enrolling in grade 9 in the 2017-2018 school year and later.]

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120B.20 (Parental Curriculum Review)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.022 (Elective Standards)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; ~~Involuntary Career Tracking~~)

~~Prohibited~~ Personal Learning Plans)

Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)

Minn. Stat. § 120B.236 (Cardiopulmonary Resuscitation and Automatic External Defibrillator Instruction)

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

MSBA/MASA Model Policy 605 (Alternative Programs)

Adopted: _____

MSBA/MASA Model Policy 603

Orig. 1995

Revised: _____

Rev. 202219

603 CURRICULUM DEVELOPMENT

[Note: ~~Minn. Stat. §Minnesota Statutes section~~ 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. MSBA/MASA Model Policies 601, 603, and 616 address these statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 6187-620 provide procedures to further implement the requirements of ~~Minn. Stat. §Minnesota Statutes section~~ 120B.11.]

I. PURPOSE

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

II. GENERAL STATEMENT OF POLICY

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.

III. RESPONSIBILITY

~~A.~~ The superintendent shall be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long--range curriculum development program. Timelines shall be determined by the superintendent that will provide for periodic reviews of each curriculum area.

~~IV.B.~~ District Advisory Committee

~~A.~~ The school board shall establish an advisory committee to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.

~~B.~~ The district advisory committee, to the extent possible, shall reflect the diversity of the district and its school sites, include teachers, parents, support staff, students, and other community residents, and provide translation to the extent appropriate and practicable. Whenever possible, parents and other community residents shall comprise at least two-thirds of advisory committee members.

~~C.~~ The district advisory committee shall pursue community support to accelerate the academic and native literacy and achievement of English learners with varied needs, from young children to adults, consistent with Minnesota Statutes section 124D.59, subdivisions 2 and 2a.

~~D.~~ The district may establish site teams as subcommittees of the district advisory committee.

~~E.~~ The district advisory committee shall recommend to the school board

1. rigorous academic standards, student achievement goals and measures consistent with Minnesota Statutes section 120B.11, subdivision 1a, section 120B.022, subdivisions 1a and 1b, and section 120B.35,
2. district assessments,
3. means to improve students' equitable access to effective and more diverse teachers, and
4. program evaluations.

F. School sites may expand upon district evaluations of instruction, curriculum, assessments, or programs.

~~A district advisory committee shall provide assistance at the request of the superintendent. The advisory committee membership shall be a reflection of the community and, to the extent possible, shall reflect the diversity of the district and its school sites, and shall include parent, teacher, support staff, student, community residents, and administration representation, and shall provide translation to the extent appropriate and practicable. Whenever possible, parents and other community residents shall comprise at least two-thirds of advisory committee members.~~

V. School Site Team

Each school must establish a site team to develop and implement strategies and education effectiveness practices to improve instruction, curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. The site team must include an equal number of teachers and administrators and at least one parent. The site team advises the board and the advisory committee about developing the annual budget and creates an instruction and curriculum improvement plan to align curriculum, assessment of student progress, and growth in meeting state and district academic standards and instruction.

VI. Curriculum Development Process

- A. Within the ongoing process of curriculum development, the following needs shall be addressed:
1. Provide for articulation of courses of study from kindergarten through grade twelve.
 2. Identify minimum objectives for each course and at each elementary grade level.
 3. Provide for continuing evaluation of programs for the purpose of attaining school district objectives.
 4. Provide a program for ongoing monitoring of student progress.
 5. Provide for specific, particular, and special needs of all members of the student community.
 6. Develop a local literacy plan to have every child reading at or above grade level no later than the end of grade 3, including English learners, and teachers providing comprehensive, scientifically based reading instruction consistent with law.

7. Integrate required and elective course standards in the scope and sequence of the district curriculum.
8. Meet all applicable requirements of the Minnesota Department of Education and federal law.

BD. Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia. Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified. See [Minn. Stat. § Minnesota Statutes section 120B.12](#), Subd. 2.

CE. Students who do not meet or exceed Minnesota academic standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of [Minn. Stat. § Minnesota Statutes section 120A.20](#), Subd. 1(c). A student’s plan under this section shall continue while the student is enrolled.

DF. The superintendent shall be responsible for keeping the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes, and for periodically presenting recommended modifications for school board review and approval.

EG. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

Legal References: Minn. Stat. § 120B.10 (Findings; Improving Instruction and Curriculum)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.12 (Reading Proficiently ~~and~~ No Later than the End of Grade 3)
Minn. Stat. § 120B.125(f) (Planning for Students’ Successful Transition to Postsecondary Education and Employment)
Minn. Rules Part 3500.0550 (Inclusive Educational Program)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts ~~3501.0800-3501.0815~~ [3501.0820](#) (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
~~Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)~~
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 605 (Alternative Programs)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

MSBA/MASA Model Policy 616 (School District System Accountability)
~~MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)~~
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 619 (Staff Development for Standards)
MSBA/MASA Model Policy 620 (Credit for Learning)
MSBA/MASA Model Policy 623 (Mandatory Summer School Instruction)

Adopted: _____

MSBA/MASA Model Policy 534

Orig. 2017

Revised: _____

Rev. 20192021

534 UNPAID MEAL CHARGES SCHOOL MEALS POLICY

[Note: ~~In 2021, the Minnesota legislature amended Minnesota Statutes, section 124D.111, which that now states that Minnesota school districts that participate in the national school lunch program must adopt a school meals policy]. United States Department of Agriculture (USDA) Policy Memorandum SP 46-2016 requires all School Food Authorities (i.e., school districts) operating federal school meal programs to have a written and clearly communicated system to address unpaid meal charges by July 1, 2017. USDA Policy Memorandum SP 23-2017 clarified that school districts could adopt a "policy" or "standard practice." Although this document is styled as a "policy," school districts may establish and implement a set of written procedures instead of a policy, provided that the written document explains how the school district will handle situations where students eligible to receive reduced-price or paid meals do not have money in their account or in hand to cover the cost of their meals at the time of service. The policy or standard practice must be implemented throughout the school district.]~~

[Note: This MSBA/MASA model policy is drafted to be consistent for all grade levels. However, local school districts may vary the meal charge policy for elementary, middle, and high schools.]

[Note: School districts must follow appropriate debt collection practices when attempting to recover unpaid meal charges.]

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

[Note: Payment systems and procedures will likely vary from school district to school district. The school district should select one of the following options and delete the remaining options.]

A. [OPTION 1: All meal purchases are to be prepaid before meal service begins. [Insert description for how families may add money to students' accounts (e.g., electronic payment options, pay at the school office, etc.).] A student who does not have sufficient funds will not be allowed to charge meals or a la carte items until additional money is deposited in the student's account.]

[OPTION 2: Students have use of a meal account. When the balance reaches zero, a student may charge no more than \$[insert amount] or [insert number of meals] to this account]. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. [Insert description for how families may add money to students' accounts (e.g., electronic payment options, pay at the school office, etc.).]

[OPTION 3: Insert a school district-specific process for payment of meals.]

- B. If the school district receives school lunch aid under Minnesota Statutes, §section 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.
- C. A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.
- ~~D.~~ -A student who has been determined to be eligible for free and reduced-price lunch must always must be served a reimbursable meal even if the student has an outstanding debt.
- ~~E.~~ Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.
- ~~DF.~~ The school district may provide an alternate meal that meets federal and state requirements to a student who does not have sufficient funds in the student's account or cannot pay cash for a meal. The school district will accommodate special dietary needs with respect to alternate meals. The cost of the alternative meal (*[\$insert amount]*) will be charged to the student's account or otherwise charged to the student.
- ~~EG.~~ When a student has a negative account balance, the student will not be allowed to charge a snack item.
- ~~FH.~~ If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Families will be notified of an outstanding negative balance once the negative balance reaches *[\$insert amount]* or *[insert number of meals]*. Families will be notified by *[insert the method used to notify families (e.g., automated calling system, email, letters sent home)]*.
- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program. A meal will not be taken away from a student with an overdrawn account, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, or affixing stickers, stamps, or pins.

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.

- C. Negative balances of more than \$[insert amount], not paid prior to [enter time period (e.g., end of the month, end of the semester, end of the school year)], will be turned over to the superintendent or superintendent's designee for collection. In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district ~~may not~~ must will not impose any other restriction prohibited under Minnesota Statutes, § section 123B.37 due to unpaid student meal balances. The school district must will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance. deny any student the opportunity to participate in graduation ceremonies or other commencement activities due to unpaid meal charges.

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
 - 1. all households at or before the start of each school year;
 - 2. students and families who transfer into the school district, at the time of enrollment; and
 - 3. all school district personnel who are responsible for enforcing this policy.
- B. The school district ~~may~~ must will post the ~~is~~ policy on the school district's website, or the website of the organization where the meal is served, in addition to providing the required written notification described above.
- C. If the school district contracts with a third party for its meal services, it must will provide the vendor with its school meals policy. Any contract between the school district will ensure that and any third-party provider with whom the school district entered into either an original or modified contract after July 1, 2021, must ensure that the third-party provider adheres to the school district's school meals policy.

Legal References: Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 124D.111, Subd. 4 (School Meals Policies; Lunch Aid; Food Service Accounting)
 42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
 7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
 7 C.F.R. § 220.8 (School Breakfast Program Regulations)
 USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
 USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
 USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A
 Minn. Op. Atty. Gen. 169j (May 14, 2019) (Letter to Ricker)

Cross References: None

Adopted: _____

MSBA/MASA Model Policy 527

Orig. 1998

Revised: _____

Rev. 202202

527 STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS, AND SEARCHES

I. PURPOSE

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety, and welfare of students and school personnel.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to allow the limited use and parking of motor vehicles by students in school district locations. The position of the school district is that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety, and welfare of students and school personnel. This policy applies to all students in the school district.

III. DEFINITIONS

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.
- B. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent, or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- C. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm, or destruction of evidence), and the age of the student.
- D. "School district location" means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

IV. STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

Students generally are not permitted to use motor vehicles during the school day in any school district location. Students may use motor vehicles on the high school campus[es] during the school day only if there is an emergency and permission has been granted to the student by (designated school official) to use a motor vehicle. Students are permitted to use motor vehicles in school district locations outside of the school day only on the high school campus[es].

***[Note: This portion of the policy may need to be modified depending upon the designation of the high school campus as open or closed. For example, the school district may choose to adopt language for an open campus in the second sentence such as "Students may use motor vehicles on the high school campus[es] during the school day only during the student's designated lunch period or if there is an emergency and permission has been granted to the student by (designated school official) to use a motor vehicle during the school day."*]**

V. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

- A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, on private property, or in **[other designated areas, e.g., parking lots designated for use only by staff or by the general public]**.
- B. When there are unauthorized vehicles parked on school district property, school officials may:
 - 1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 - 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school district property.

VI. PATROLS, INSPECTIONS, AND SEARCHES

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

A. Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

B. Search of Interior of Student Motor Vehicle

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

C. Prohibition of Contraband and Interference with Patrols, Inspections, Searches, and/or Seizures

A violation of this policy occurs when students store or carry contraband in motor vehicles in a school district location or interfere with patrols, inspections, searches, and/or seizures as provided by this policy.

D. Seizure of Contraband

If a search yields contraband, school officials will seize the item and may turn it over to legal officials for ultimate disposition when appropriate.

E. Dissemination of Policy

A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

VII. DIRECTIVES AND GUIDELINES

The superintendent is granted authority to develop and present for school board review and approval reasonable directives and guidelines which address specific needs of the school district related to student use and parking of motor vehicles in school district locations, such as a permit system and parking regulations. Approved directives and guidelines shall be attached as an addendum to this policy.

[Note: Some school districts may choose to allow students to park their cars in school district locations, such as designated student parking lots, by permit only. Such a permit system can be used to assist in the dissemination and enforcement of the motor vehicle policy. For example, school districts instituting a permit system can advise students who apply for a permit that the motor vehicle policy exists and that their motor vehicles are subject to inspection and search by school officials. An acknowledgment form, such as the sample attached to this policy, can then be utilized to document the notice given and the student's receipt of the policy.]

[Note: If a school district institutes a permit system and intends to charge students a fee for parking permits, the procedures in Minnesota Statutes section, Stat. § 123B.38 must be followed before the fees are implemented.]

VIII. VIOLATIONS

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

Legal References: U. S. Const., amend. IV
Minn. Const., art. I, §10
Minn. Stat. § 123B.02, Subds. 1 and 5 (General Powers of Independent School

Districts)

[Minn. Stat. § 123B.38 \(Hearing\)](#)

New Jersey v. T.L.O., 469 U.S. 325, ~~105 S.Ct. 733, 83 L.Ed.2d 720~~ (1985)

Cross References:

MSBA/MASA Model Policy 417 (Chemical Use and Abuse)

MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

MSBA/MASA Model Policy 501 (School Weapons Policy)

MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Adopted: _____

MSBA/MASA Model Policy 534

Orig. 2017

Revised: _____

Rev. 202~~2~~1

534 SCHOOL MEALS POLICY

[Note: In 2021, the Minnesota legislature amended Minnesota Statutes section 124D.111, that now states that Minnesota school districts that participate in the national school lunch program must adopt a school meals policy].

[Note: This MSBA/MASA model policy is drafted to be consistent for all grade levels. However, local school districts may vary the meal charge policy for elementary, middle, and high schools.]

[Note: School districts must follow appropriate debt collection practices when attempting to recover unpaid meal charges.]

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

[Note: Payment systems and procedures will likely vary from school district to school district. The school district should select one of the following options and delete the remaining options.]

A. [OPTION 1: *All meal purchases are to be prepaid before meal service begins. [Insert description for how families may add money to students' accounts (e.g., electronic payment options, pay at the school office, etc.).] A student who does not have sufficient funds will not be allowed to charge meals or a la carte items until additional money is deposited in the student's account.*]

[OPTION 2: *Students have use of a meal account. When the balance reaches zero, a student may charge no more than \$[insert amount] or [insert number of meals] to this account]. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. [Insert description for how families may add money to students' accounts (e.g., electronic payment options, pay at the school office, etc.).]*]

[OPTION 3: *Insert a school district-specific process for payment of meals.*]

B. If the school district receives school lunch aid under Minnesota Statutes section 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.

C. A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.

D. A student who has been determined to be eligible for free and reduced-price lunch always must be served a reimbursable meal even if the student has an outstanding debt.

- E. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.
- ~~F. The school district may provide an alternate meal that meets federal and state requirements to a student who does not have sufficient funds in the student's account or cannot pay cash for a meal. The school district will accommodate special dietary needs with respect to alternate meals. The cost of the alternative meal (*insert amount*) will be charged to the student's account or otherwise charged to the student.~~
- FG. When a student has a negative account balance, the student will not be allowed to charge a snack item.
- GH. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Families will be notified of an outstanding negative balance once the negative balance reaches *insert amount* or *insert number of meals*. Families will be notified by *insert the method used to notify families (e.g., automated calling system, email, letters sent home)*.
- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, or affixing stickers, stamps, or pins.

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances of more than *insert amount*, not paid prior to *enter time period (e.g., end of the month, end of the semester, end of the school year)*, will be turned over to the superintendent or superintendent's designee for collection. In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district will not impose any other restriction prohibited under Minnesota Statutes section 123B.37 due to unpaid student meal balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
 - 1. all households at or before the start of each school year;
 - 2. students and families who transfer into the school district, at the time of enrollment; and
 - 3. all school district personnel who are responsible for enforcing this policy.
- B. The school district will post this policy on the school district’s website, or the website of the organization where the meal is served, in addition to providing the required written notification described above.
- C. If the school district contracts with a third party for its meal services, it will provide the vendor with its school meals policy. The school district will ensure that any third-party provider with whom the school district enters into either an original or modified contract after July 1, 2021, adheres to the school district’s school meals policy.

Legal References: Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 124D.111 (School Meals Policies; Lunch Aid; Food Service Accounting)
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

Cross References: None

**INDEPENDENT SCHOOL DISTRICT 2397
LE SUEUR-HENDERSON PUBLIC SCHOOLS**

SCHEDULED MEETINGS/ACTIVITIES

DATE	DESCRIPTION	TIME	LOCATION
December 5, 2022	Policy Committee Meeting	5:30 PM	MS/HS Media Center
December 5, 2022	Truth In Taxation Meeting	6:00 PM	MS/HS Media Center
December 5, 2022	Regular Meeting/Levy Adoption	6:30 PM	MS/HS Media Center & Zoom (if unable to attend in person)
December 19, 2022	School Board Work Session	6:30 PM	MS/HS Media Center & Zoom (if unable to attend in person)
January 3, 2023	Organizational School Board Meeting	6:30 PM	MS/HS Media Center & Zoom (if unable to attend in person)
January 3, 2023	Regular School Board Meeting	Following	MS/HS Media Center & Zoom (if unable to attend in person)