

# Regular School Board Meeting

Monday, October 7, 2024 6:30 PM

LS-H MS/HS Media Center, 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

7.2. September MS/HS Students of the Month

7.3. Staff Professional Development

## 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. SW Metro **Presenter:** Director Steve Cross

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

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

8.1.6. Buildings & Grounds **Presenter:** Director Matt Hathaway

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

8.2. Student Report

8.3. Superintendent Report

8.3.1. Enrollment Report

8.3.2. MS/HS Principal Report

8.3.3. Elementary Principal Report

## 9. CONSENT AGENDA

9.1. Approval of District Office Consent Items

9.1.1. Minutes of Regular Meeting from 9.3.24

9.1.2. Minutes of Special Meeting 9.16.24

9.2. Approval of Business Office Consent Items

9.2.1. Treasurer's Report-March 2024

9.2.2. Bills and claims for April 2024 in the amount of \$2,055,037.41 subject to annual audit

9.2.3. Bills and claims for May 2024 in the amount of \$5,781,859.84 subject to annual audit

9.2.4. Bills and claims for June 2024 in the amount of \$3,103,433.19 subject to annual audit

9.3. Approval of Personnel Consent Items

9.3.1. Hirings

9.3.1.1. Elementary Secretary - Katie Westlie

9.3.1.2. Food Service - Jill Frank

9.3.1.3. Food Service - Jill Wilson

9.3.1.4. Custodian - Carlana Olson

9.3.1.5. Permanent Licensed Substitute

9.3.1.6. Paraprofessional - Morgan Schwandt

9.3.2. Resignations

9.3.2.1. Secretary - Maria Aguilar

9.3.2.2. Custodian - Barb Johnson

9.3.2.3. Paraprofessional - VickiLyn Brancamp

9.3.2.4. Teacher - Courtney Martin

9.3.2.5. Paraprofessional - Thomas Whritenour

9.3.3. Requests

9.3.4. Retirements

10. **PURCHASES ABOVE \$5,000**

11. **OLD BUSINESS**

11.1. Approve final of three readings to adopt policy 610

12. **NEW BUSINESS**

12.1. Approve 2024-25 Paraprofessional Handbook

12.2. Approve first & final reading to update policy 522

12.3. Approve first & final readings to update policies 621, 623, 624, 702, 703, 704 and 705

12.4. Approve first of three readings to adopt policy 701.1

12.5. Approve removal of policy 626

**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 districts 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:

- Agropur - \$2,000 for the new elementary school,
- Le Sueur Knights of Columbus - \$1,500 for wrestling activities.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed:

\_\_\_\_\_  
School Board Chair, Brigid Tuck

Attest:

\_\_\_\_\_  
School Board Clerk, Kelsey Schwartz



Le Sueur-Henderson Public Schools  
September MS/HS Students of the Month

MS/HS	
Student Name	Grade
Greta Doerr	6
Reese Rehm	7
Sophie Tews	8
Evelyn Haemig	9
Andrew Lansing	10
Chloe Loose	11
Koreyann Straub	12





# Le Sueur-Henderson Middle/High School

## Independent School District 2397

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### School Board Report October 2024

LSH Middle and High School had high student participation and school spirit during Homecoming. Students participated in Winter Gear Drive, HS boys' volleyball tournament, and Powderpuff flag football amongst other activities.

The instructional target this year is to implement Focused Note-Taking throughout all classes. This is an AVID strategy that supports Critical thinking and application.

The Site Team has developed the MS/HS Site Goal: The number of students who “exceeded” or “met” on the 23/24 MCAs will stay the same or increase this 24/25 school year. For students who scored below standards on the MCAs, 75% will increase their scores by three points this 24/25 school year.

Fastbridge Fall Benchmark testing is complete.

Teachers use data from Fastbridge, iReady, and IXL to identify specific skills students need to work on.

CTE (Career and Technical Education) teachers are working on Program Approval in Agriculture, Construction & Manufacturing, FACS, Health Careers, and Work-Based Learning.

The Carl D. Perkins Career and Technical Education Act (Perkins) is a federal program that provides funding for CTE programs in high schools and postsecondary institutions. The Perkins program application is important because it allows states and local communities to create and strengthen CTE initiatives that prepare students for careers.

We are collaborating with Jack Wheeler, Workforce Coordinator through South Central Coop to develop and build relationships with businesses in the community.

#### **Upcoming Events:**

**Picture Retakes:** Tuesday, Oct 8th

**GIANT Support:** Wednesday, Oct 9th 3:30-5:30 pm

**End of 1st Quarter:** October 30th



# Le Sueur-Henderson Middle/High School

## Independent School District 2397

Hello Le Sueur High School!

Congratulations! Your school has been awarded a transportation grant to attend the Minneapolis National College Fair being held on Tuesday and Wednesday, October 22nd and 23rd, 2024.

**Your grant award is \$200.**

Please **confirm your participation/acceptance of this grant by October 1st, 2024** to [ncf@mn-acac.org](mailto:ncf@mn-acac.org).

Please remember to [USE THIS LINK TO REGISTER](#) your bus(es) in advance of the fair if you haven't done so already. **Register your bus by October 8th, 2024.**

**Please submit your reimbursement invoice by November 15th, 2024 to [ncf@mn-acac.org](mailto:ncf@mn-acac.org).**

If you have any questions, please let us know.

Sincerely,  
Minneapolis National College Fair Planning Committee

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**Shonna Fulford**  
**Norma Gutierrez**  
**Laura Nelson**

National College Fair Local Planning | MACAC

E: [ncf@mn-acac.org](mailto:ncf@mn-acac.org)

[mn-acac.org](http://mn-acac.org)

School Board,

We are in full swing and the year is running smoothly. Staff is stressed about the upcoming move and I believe that stress level will drop dramatically once we are moved and up and running in the new building.

#### General Building Updates

- 1) April Malphurs has been nominated for National Art Teacher of the Year.
- 2) We have been busy planning for how to acclimate students and staff to the new building, establish routines, etc. We will have a special schedule on day 1 in the new building so we can review expectations, procedures and routines with students (and staff)
- 3) Katie Westlie, new elementary secretary, started on Monday September 30th. She is getting acclimated and is doing a fantastic job already.
- 4) We have posted for a Hispanic Outreach Liaison but do not have any applicants at this time.
- 5) We will be interviewing for the open 2nd grade teaching position on Wednesday October 2nd. We have scheduled 3 interviews.

#### Pre K/Preschool

In preschool, we have 45 4-year-olds and 20 3-year-olds. We have added a third section of preschool this year to help with the increase in enrollment. The students are learning routines and making friends. Seeing all the connections being made in such a short time is great. We are preparing for the big move to the new school, which will confuse our students. However, it is exciting to have the opportunity to be in a building that will help our youngest learners grow academically.

### Kindergarten

The Kindergarten students are loving school and really enjoyed the homecoming festivities last week. They loved going with their whole class to a parade and especially loved the candy! They are excited about the new school and have many, many questions about it. They are most excited about the new "park" (playground) they'll get to play at!

### 1st Grade

The first grade continues to work hard in Magnetic Reading. We are all becoming familiar with it so it has become a smoother process. Reading Rotations are going quite well. We are trying to find more time to work with our small groups.

In math we wrapped up a measurement unit and have begun an addition unit.

We have been using Ooka Island, IXL reading and math, i-Ready and Word to supplement the learning of our skills.

In science we completed a Plant Superpowers unit and are working on a Sun and Shadows unit.

In Social Studies we are learning about citizenship and our community.

SEL we have finished an introduction unit and have begun a Respect unit.

### 2nd Grade

Second Grade will have their first field trip- next week to Stages Theatre, in Hopkins. We are going to see the play The Miraculous Journey of Edward Tulane, which is based on the book. We have been reading the book by MN author Kate DiCamillo . This trip is sponsored by HAVE. This week we are starting our flexible grouping in math for the start of unit 2- addition and subtraction. The students are getting very excited for the new school!

### 3rd Grade

The third graders at Park Elementary were excited to welcome the Lions Field Club, who visited to present every student with their very own dictionary. The students were thrilled to receive this special gift and are eager to use their new dictionaries to enhance their reading and writing skills. A big thank you to the Lions Field Club for their generosity and support of our students' education!

### 4th Grade

This week 4th & 5th grade students visited Traverse de Sioux Treaty Site to learn about our local history in connection with a unit in library media class. This field trip was made possible by a grant from the Minneapolis Foundation for Native American Education which Mrs. Ranft applied for and received. The students enjoyed the stories and exploration of this historic area! Thank you also to chaperones and the wonderful volunteers at the Treaty Site!

### 5th Grade

September is ending on a stellar note! 5th grade has been working hard on Purposeful People's monthly focus of Kindness. Ms. Frischmon's class has demonstrated kindness by assisting the kitchen staff with delivering and collecting our weekly snack bins. Students are seeing the incredible impact being kind and helping others has and are setting a great example for the younger grades in the school. 5th grade traveled to the Traverse de Sioux Treaty Site in St. Peter We had a guided tour about the history of our area as well as toured inside and outside of the Treaty Site. This field trip is in connection with lessons students will receive later in the year from the other specialists. Currently, in Library Media Class, Mrs. Ranft is teaching students about the local history during the time of the European settlement. We are looking forward to an exciting October with many new beginnings.

### Special Education

Our special education department is growing as we have taken in several new students to the building. Caseloads are growing and initial assessments are starting, which will also increase caseloads.

### Title 1

Groups have been formed and students have begun receiving interventions.

BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT 2397  
LE SUEUR-HENDERSON PUBLIC SCHOOLS  
MINUTES OF REGULAR SCHOOL BOARD MEETING  
MS/HS MEDIA CENTER  
September 3, 2024

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 in attendance were Matt Hathaway, Gretchen Rehm, Kelsey Schwartz, Brigid Tuck, Marie Walker, Jenny Burns.

Members Absent: Steve Cross

Also in attendance: Superintendent Jim Wagner, Admin. Assist. Rachel Scheffler, Darren Kern, Katie Maier, April Malphurs, Brooke Wentzlaff, LS County News Carson Hughes, Student Reps., Koreyann Straub, Sophia Kues.

Item 2.0     **Pledge of Allegiance:** Pledge recited

Item 3.0     **Mission and Vision Statements**

Item 4.0     **Strategic Plan Review**

Item 5.0     **Approval of Agenda:** Motion by Rehm, second by Schwartz, carried 6-0 to approve the meeting agenda.

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

Tuck: yes	Burns: yes
Schwartz: yes	Walker: yes
Hathaway: yes	Rehm: yes

Item 7.2 Art Educator of the Year - April Malphurs

Item 8.0     **Reports:**

Item 8.1 Committee Reports

Item 8.1.1 Finance

- Item 8.1.2 Negotiations
- Item 8.1.3 SW Metro
- Item 8.1.4 Human Resource
- Item 8.1.5 Policy
- Item 8.1.6 Buildings & Grounds
- Item 8.1.7 Community Ed Council
- Item 8.2 Student Report
- Item 8.3 Superintendent Report
  - Item 8.3.2 MCA Test Data
    - 8.3.1.1 2024 MCA Board Presentation
  - Item 8.3.3 MS/HS Principal report
  - Item 8.3.4 Elementary Principal report
- Item 9.0 **Consent Agenda:** Motion by Schwartz, 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 8.5.24
  - Item 9.2 Business Consent Items:
  - Item 9.3 Personnel Consent Items:
    - Item 9.3.1 Hirings
      - Item 9.3.1.1 Part-time Tech Asst. - Jeff Schulz
      - Item 9.3.1.2 SpEd Teacher - Megan Monson-Conlon
      - Item 9.3.1.3 Hispanic Outreach Coord. - Lorraine Aquino-Corona
      - Item 9.3.1.4 Returning Fall Coaches for 2024
      - Item 9.3.1.5 New Hire Fall Coaches for 2024
        - Jeff Schulz, Morgan Schwandt, Rachel Kunkel, Tia Lerud, Brenna Schmitt, Josh Prah
      - Item 9.3.1.6 NHS Advisor - Ryan Wentlandt
      - Item 9.3.1.7 Jr. Class Advisors - Tia LeRud & Liz Risacher
      - Item 9.3.1.8 MS Knowledge Bowl Advisor - Jill Baston
      - Item 9.3.1.9 Part-time ESL Teacher - Karen Snay
      - Item 9.3.1.10 Part-time ESL Teacher - Diana Jennings
      - Item 9.3.1.11 Volunteer Fall Coaches
        - Football - Joe Bushway
        - Volleyball - Nick Feser, Sara Rasmussen, Alivia Drent, Alison Schwandt
        - Tennis - Ginger Nesbit, Janet Penland
    - Item 9.3.2 Resignations
      - Item 9.3.2.1 MS Student Council - Sherri Fritz
    - Item 9.2.3 Requests
    - Item 9.2.4 Retirements
- Item 10.0 **Purchases Above \$5,000**
- Item 11.0 **Old Business**

Item 11.1 Motion by Burns, second by Tuck, carried 6-0, to approve final of three readings to adopt Policy 606.5.

Item 11.2 Motion by Tuck, second by Rehm, carried 6-0, to approve second of three readings to adopt Policy 610.

Item 12.0 **New Business**

Item 12.1 Motion by Schwartz, second by Rehm, carried 6-0, to approve first and final reading to update policies 614, 615, 616.

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 Hathaway , carried 6-0, to adjourn the meeting at 7:22 PM.

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Board Clerk

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Board Chair

Approved on: October 7, 2024

BOARD OF EDUCATION  
INDEPENDENT SCHOOL DISTRICT 2397  
LE SUEUR-HENDERSON PUBLIC SCHOOLS  
MINUTES OF SPECIAL SCHOOL BOARD MEETING  
MS/HS MEDIA CENTER  
September 16, 2024

Item 1.0     **Call to Order:** The special meeting of the Le Sueur-Henderson Board of Education was called to order at 6:33 PM. Board members in attendance were Brigid Tuck, Jenny Burns, Marie Walker, Gretchen Rehm.

Members Absent: Steve Cross, Matt Hathaway, Kelsey Schwartz.

Also in attendance: Superintendent Jim Wagner, Henderson Independent, Rachel Miller.

Item 2.0     **Pledge of Allegiance:** Pledge recited

Item 3.0     **Approval of Agenda:** Motion by Rehm, second by Burns, carried 4-0, to approve the meeting agenda.

Item 4.0     **New Business:**

Item 4.1 Motion by Rehm, second by Tuck, carried 4-0 to approve the proposed maximum Levy Certification.

Item 5.0     **Adjourn:** Motion by Burns, second by Rehm, carried 4-0, to adjourn the meeting at 6:40 PM.

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Board Clerk

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Board Chair

Approved on: October 7, 2024

# Treasurer's Report

The general account receipts and disbursements have been reviewed for the month of March, 20 24, and I recommend approval.

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

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 March, 20 24, and I recommend approval.

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

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 March, 20 24.

I have reviewed the bank reconciliation completed by Region V for all district accounts for the month of March, 20 24.



School Board Director

9/9/2024

Date

## 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			Date	Amount	
									Print	Recon	Void			
BOND	P2410B	87810		Wire	1	8652	R1	EHLERS INVESTMENT PARTNERS		No	Yes	No	04/09/2024	4,544.84
Bank Total:													\$4,544.84	
FFM	P2410C	87025		CB	1	10080		LAKESHORE LEARNING MATERIALS		No	Yes	No	04/05/2024	194.48
FFM	P2410C	87026		CB	1	21076	R1	BSN SPORTS		No	Yes	No	04/05/2024	5,194.58
FFM	P2410C	87027		CB	1	2409	R1	J. W. PEPPER & SON INC.		Yes	No	Yes	04/05/2024	109.30
FFM	P2410C	87028		CB	1	4212		MACGILL & CO		No	Yes	No	04/05/2024	98.67
FFM	P2410C	87029		CB	1	5998		LIGHTSPEED TECHNOLOGIES		Yes	No	Yes	04/05/2024	1,425.00
FFM	P2410G	87148		Wire	1	8309		METRONET		No	Yes	No	04/19/2024	3,882.72
FFM	P2410G	87178		Wire	1	14843		XCEL ENERGY		No	Yes	No	04/17/2024	1,088.11
FFM	P2410G	87179		Wire	1	8277	R1	QUADIENT LEASING USA INC	C Corporation	No	Yes	No	04/18/2024	471.99
FFM	P2410F	87244		Wire	1	1324		INTERNAL REVENUE SERVICE		No	Yes	No	04/15/2024	63,717.10
FFM	P2410F	87245		Wire	1	12832		MN DEPT OF REVENUE		No	Yes	No	04/15/2024	10,280.71
FFM	P2410F	87246		Wire	1	1065		MN CHILD SUPPORT PAYMENT CTR		No	Yes	No	04/15/2024	598.00
FFM	P2410F	87247		Wire	1	13146		MN TEACHERS RETIREMENT ASSOC		No	Yes	No	04/15/2024	37,189.96
FFM	P2410F	87248		Wire	1	16487		PUBLIC EMPLOYEES RETIREMENT ASSOC		No	Yes	No	04/15/2024	10,725.22
FFM	P2410F	87249		Wire	1	10850		LE SUEUR HENDERSON ED ASSOC		No	Yes	No	04/15/2024	3,329.45
FFM	P2410F	87250		Wire	1	8553		WEX HEALTH INC	C Corporation	No	Yes	No	04/15/2024	4,159.16
FFM	P2410F	87251		Wire	1	6573	P1	EDUCATORS BENEFIT CONSULTANTS		No	Yes	No	04/15/2024	7,373.71
FFM	P2410T	87252		Wire	1	1324		INTERNAL REVENUE SERVICE		No	Yes	No	04/30/2024	60,600.91
FFM	P2410T	87253		Wire	1	12832		MN DEPT OF REVENUE		No	No	No	04/30/2024	9,896.66
FFM	P2410T	87254		Wire	1	10850		LE SUEUR HENDERSON ED ASSOC		No	Yes	No	04/30/2024	3,329.45
FFM	P2410T	87255		Wire	1	1065		MN CHILD SUPPORT PAYMENT CTR		No	No	No	04/30/2024	598.00
FFM	P2410T	87256		Wire	1	13146		MN TEACHERS RETIREMENT ASSOC		No	No	No	04/30/2024	35,522.54
FFM	P2410T	87257		Wire	1	16487		PUBLIC EMPLOYEES RETIREMENT ASSOC		No	No	No	04/30/2024	11,117.01
FFM	P2410T	87258		Wire	1	6573	P1	EDUCATORS BENEFIT CONSULTANTS		No	No	No	04/30/2024	7,273.71
FFM	P2410T	87259		Wire	1	8553		WEX HEALTH INC	C Corporation	No	No	No	04/30/2024	4,159.16
FFM	P2410G	87715		Wire	1	8295		PINEAPPLE PAYMENTS		No	Yes	No	04/03/2024	1,078.05
FFM	P2410G	87716		Wire	1	8295		PINEAPPLE PAYMENTS		No	Yes	No	04/03/2024	57.00
FFM	P2410T	87717		Wire	1	5305		DELTA DENTAL OF MINNESOTA		No	Yes	No	04/30/2024	4,261.70
FFM	P2410F	87718		Wire	1	8553		WEX HEALTH INC	C Corporation	No	Yes	No	04/02/2024	292.12
FFM	P2410F	87719		Wire	1	8553		WEX HEALTH INC	C Corporation	No	Yes	No	04/05/2024	219.60
FFM	P2410F	87720		Wire	1	8553		WEX HEALTH INC	C Corporation	No	Yes	No	04/09/2024	664.80
FFM	P2410G	87721		Wire	1	20954		USPS		No	Yes	No	04/12/2024	489.93
FFM	P2410G	87722		Wire	1	5491		DELUXE		No	Yes	No	04/18/2024	104.58
FFM	P2410G	87723		Wire	1	2347		FIRST FARMERS & MERCHANTS		No	Yes	No	04/08/2024	15.00
FFM	P2410G	87724		Wire	1	8553		WEX HEALTH INC	C Corporation	No	Yes	No	04/25/2024	223.00
FFM	P2410G	87725		Wire	1	2347		FIRST FARMERS & MERCHANTS		No	Yes	No	04/26/2024	15.00
FFM	P2410G	87726		Wire	1	2347		FIRST FARMERS & MERCHANTS		No	Yes	No	04/30/2024	21.95

## 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	P2410G	87730		Wire	1 08470	R3	WRIGHT EXPRESS FLEET-HOLIDAY		No	Yes	No	04/05/2024	63.08
FFM	P2410G	87731		Wire	1 10660	R1	CITY OF LE SUEUR		No	Yes	No	04/26/2024	30,771.34
FFM	P2410T	87809		Wire	1 8700		GRAVIE		No	Yes	No	04/30/2024	81,679.46
FFM	P2409T	86962	84859	Check	1 5306		AMERITAS		Yes	Yes	No	04/02/2024	515.40
FFM	P2409T	86965	84860	Check	1 12756	R2	MADISON NATIONAL LIFE INS CO		Yes	Yes	No	04/02/2024	2,851.52
FFM	P2409T	86963	84861	Check	1 13147		MN TEAMSTERS NO 320		Yes	Yes	No	04/02/2024	600.00
FFM	P2409T	86964	84862	Check	1 18080		SCHOOL SERVICE EMPLOYEES		Yes	Yes	No	04/02/2024	614.86
FFM	P2410G	86988	84863	Check	1 8665		MINNESOTA FFA ASSOCIATION		Yes	Yes	No	04/03/2024	3,505.00
FFM	P2410B	86990	84864	Check	1 8465		ATS&R		Yes	Yes	No	04/03/2024	25,549.01
FFM	P2410B	86995	84865	Check	1 8731		AXEL H. OHMAN, INC		Yes	Yes	No	04/03/2024	168,150.00
FFM	P2410B	87001	84866	Check	1 8848		BERWALD ROOFING & SHEET METAL C		Yes	Yes	No	04/03/2024	55,461.00
FFM	P2410B	87002	84867	Check	1 8849		BREDEMUS HARDWARE CO INC		Yes	Yes	No	04/03/2024	24,320.00
FFM	P2410B	86998	84868	Check	1 8765		EBERT COMPANIES		Yes	Yes	No	04/03/2024	43,398.77
FFM	P2410B	86993	84869	Check	1 8711		FORD METRO INC		Yes	Yes	No	04/03/2024	47,500.00
FFM	P2410B	86992	84870	Check	1 8710		GAG SHEET METAL INC		Yes	Yes	No	04/03/2024	223,036.94
FFM	P2410B	86996	84871	Check	1 8747		HARTY MECHANICAL INC		Yes	Yes	No	04/03/2024	152,000.00
FFM	P2410B	86997	84872	Check	1 8764		IMEG		Yes	Yes	No	04/03/2024	3,444.96
FFM	P2410B	86991	84873	Check	1 8699		KRAUS-ANDERSON CONSTRUCTION C		Yes	Yes	No	04/03/2024	243,064.62
FFM	P2410B	86994	84874	Check	1 8712		MUSKA ELECTRIC COMPANY		Yes	Yes	No	04/03/2024	128,250.00
FFM	P2410B	86989	84875	Check	1 4948		PIETSCH CONSTRUCTION INC		Yes	Yes	No	04/03/2024	24,709.50
FFM	P2410B	86999	84876	Check	1 8782		TOP LINE STEEL CORPORATION		Yes	Yes	No	04/03/2024	82,460.00
FFM	P2410B	87000	84877	Check	1 8799		VALUE INSPIRED PRODUCTS & SERVIC		Yes	No	Yes	04/03/2024	3,828.00
FFM	P2410G	87003	84878	Check	1 8334		SUPERIOR TRANSPORTATION SERVIC		Yes	Yes	No	04/05/2024	122,919.14
FFM	P2410G	87004	84879	Check	1 8334		SUPERIOR TRANSPORTATION SERVIC		Yes	Yes	No	04/05/2024	724.36
FFM	P2401G	87010	84880	Check	1 4922	R1	APPLE INC		Yes	Yes	No	04/05/2024	4,185.00
FFM	P2401G	87017	84881	Check	1 8669		BIX PRODUCE CO		Yes	Yes	No	04/05/2024	4,276.17
FFM	P2401G	87006	84882	Check	1 08112		CITY OF HENDERSON		Yes	Yes	No	04/05/2024	135.31
FFM	P2401G	87013	84883	Check	1 6573	P1	EDUCATORS BENEFIT CONSULTANTS		Yes	Yes	No	04/05/2024	133.09
FFM	P2401G	87012	84884	Check	1 6054	R1	HIRE IMAGE LLC		Yes	Yes	No	04/05/2024	95.00
FFM	P2401G	87014	84885	Check	1 7571		KENNEDY & GRAVEN, CHARTERED		Yes	Yes	No	04/05/2024	3,205.40
FFM	P2410G	87024	84886	Check	1 7212		KIDCREATE STUDIO		Yes	Yes	No	04/05/2024	345.00
FFM	P2401G	87007	84887	Check	1 11060		LE SUEUR POSTMASTER		Yes	Yes	No	04/05/2024	489.93
FFM	P2401G	87016	84888	Check	1 8667		PAN-O-GOLD BAKING CO		Yes	Yes	No	04/05/2024	349.93
FFM	P2401G	87018	84889	Check	1 8670		PERFORMANCE FOODSERVICE		Yes	Yes	No	04/05/2024	849.71
FFM	P2401G	87015	84890	Check	1 8666		PRAIRIE FARMS		Yes	Yes	No	04/05/2024	2,329.69
FFM	P2401G	87011	84891	Check	1 5422	R1	RIVER BEND BUSINESS PRODUCTS		Yes	Yes	No	04/05/2024	227.13
FFM	P2401G	87008	84892	Check	1 18980		SOUTH CENTRAL SERVICE COOP		Yes	Yes	No	04/05/2024	350.00
FFM	P2401G	87020	84893	Check	1 8748		SPEECH PARTNERS LLC		Yes	Yes	No	04/05/2024	39,033.36
FFM	P2401G	87021	84894	Check	1 8773		SUNBELT STAFFING		Yes	Yes	No	04/05/2024	5,145.00

## 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	P2401G	87019	84895	Check	1	8671	SYSCO WESTERN MN		Yes	Yes	No	04/05/2024	8,722.31	
FFM	P2401G	87009	84896	Check	1	3908	TISCHENDORF, MIKE		Yes	Yes	No	04/05/2024	200.00	
FFM	P2409G	87023	84897	Check	1	20680	UNITED FARMERS COOPERATIVE		Yes	Yes	No	04/05/2024	771.41	
FFM	P2401G	87022	84898	Check	1	8799	VALUE INSPIRED PRODUCTS & SERVI		Yes	Yes	No	04/05/2024	17,062.00	
FFM	P2401G	87005	84899	Check	1	06146	WOLF MOTORS		Yes	Yes	No	04/05/2024	62.94	
FFM	P2410G	87033	84900	Check	1	8857	RIVER BOTTOM TAVERN & BREWHOU	LLC - S Corp	Yes	Yes	No	04/05/2024	1,425.00	
FFM	P2410G	87030	84901	Check	1	8625	SPIKA, SUSIE		Yes	Yes	No	04/05/2024	110.00	
FFM	P2410G	87031	84902	Check	1	8695	R1 WIDSETH SMITH NOLTING & ASSOC		Yes	Yes	No	04/05/2024	2,800.00	
FFM	P2410G	87032	84903	Check	1	8844	WILKE, CASSIE		Yes	Yes	No	04/05/2024	64.68	
FFM	P2410G	87089	84904	Check	1	6667	2A-DS REGION 2A, MSHSL		Yes	Yes	Yes	04/09/2024	160.00	
FFM	P2410G	87089	84904	Check	1	6667	2A-DS REGION 2A, MSHSL		Yes	Yes	Yes	04/18/2024	(160.00)	
FFM	P2410G	87090	84905	Check	1	4796	ISD 2835 JWP		Yes	No	No	04/11/2024	60.00	
FFM	P2410G	87091	84906	Check	1	00520	ALPHA WIRELESS COMMUNICATIONS		Yes	Yes	No	04/12/2024	86.25	
FFM	P2410G	87112	84907	Check	1	7852	R1 APG MEDIA OF SOUTHERN MN LLC		Yes	Yes	No	04/12/2024	863.36	
FFM	P2410G	87117	84908	Check	1	8685	BANKEN, ERIC		Yes	No	No	04/12/2024	100.00	
FFM	P2410G	87092	84909	Check	1	03582	COLE PAPERS INC		Yes	Yes	No	04/12/2024	3,462.56	
FFM	P2410G	87111	84910	Check	1	7722	CONSTRUCTION & TREE SERVICES LL		Yes	Yes	No	04/12/2024	1,000.00	
FFM	P2410G	87100	84911	Check	1	1969	ECKERT, LEE		Yes	Yes	No	04/12/2024	220.00	
FFM	P2410G	87114	84912	Check	1	8252	EDUCERE LLC		Yes	Yes	No	04/12/2024	199.50	
FFM	P2410G	87113	84913	Check	1	7974	FEENEY, DYLAN		Yes	Yes	No	04/12/2024	150.00	
FFM	P2410G	87105	84914	Check	1	5034	P1 GILLETTE PEPSI		Yes	Yes	No	04/12/2024	62.00	
FFM	P2410G	87093	84915	Check	1	08117	HENDERSON INDEPENDENT		Yes	Yes	No	04/12/2024	80.00	
FFM	P2410G	87103	84916	Check	1	4065	HENTGES, HENRY		Yes	Yes	No	04/12/2024	100.00	
FFM	P2410G	87107	84917	Check	1	5512	R1 KENDELL DOORS & HARDWARE INC		Yes	Yes	No	04/12/2024	427.00	
FFM	P2410G	87102	84918	Check	1	2885	LE SUEUR COUNTY		Yes	Yes	No	04/12/2024	562.50	
FFM	P2410G	87108	84919	Check	1	6132	MASBERG, JOHN		Yes	Yes	No	04/12/2024	100.00	
FFM	P2410G	87099	84920	Check	1	17020	R2 MATHESON TRI-GAS INC		Yes	Yes	No	04/12/2024	84.00	
FFM	P2410G	87097	84921	Check	1	13855	NAPA AUTO PARTS OF LE SUEUR		Yes	Yes	No	04/12/2024	74.26	
FFM	P2410G	87098	84922	Check	1	14990	NUESSMEIER ELECTRIC INC		Yes	Yes	No	04/12/2024	287.50	
FFM	P2410G	87106	84923	Check	1	5259	PALMER BUS SERVICE		Yes	Yes	No	04/12/2024	3,505.46	
FFM	P2410G	87094	84924	Check	1	10833	R1 PAM SIMONETTE-LE SUEUR COUNTY /		Yes	Yes	No	04/12/2024	270.00	
FFM	P2410G	87115	84925	Check	1	8340	R1 PIONEER MANUFACTURING COMPANY		Yes	Yes	No	04/12/2024	1,098.27	
FFM	P2410G	87095	84926	Check	1	1323	RELIANCE ELECTRIC OF SOUTHERN M		Yes	Yes	No	04/12/2024	187.96	
FFM	P2410G	87104	84927	Check	1	4553	R2 rSCHOOL TODAY		Yes	No	No	04/12/2024	418.50	
FFM	P2410G	87096	84928	Check	1	1374	SIBLEY COUNTY AUDITOR-TREASUREI		Yes	No	No	04/12/2024	90.00	
FFM	P2410G	87116	84929	Check	1	8341	SMYKALSKI, KAYLEE		Yes	No	No	04/12/2024	271.20	
FFM	P2410G	87118	84930	Check	1	8773	SUNBELT STAFFING		Yes	Yes	No	04/12/2024	2,730.00	
FFM	P2410G	87101	84931	Check	1	20680	UNITED FARMERS COOPERATIVE		Yes	Yes	No	04/12/2024	208.60	
FFM	P2410G	87110	84932	Check	1	7682	WINGNUT WELDING & REPAIR		Yes	Yes	No	04/12/2024	420.00	

## 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	P2410G	87109	84933	Check	1 7415		WORM, MARK		Yes	No	No	04/12/2024		100.00
FFM	P2410G	87124	84934	Check	1 13000	2A-DS	REGION 2A, MSHSL	C Corporation	Yes	Yes	No	04/18/2024		160.00
FFM	P2410G	87145	84935	Check	1 8856		BENDER, TOM		Yes	Yes	No	04/19/2024		120.00
FFM	P2410G	87142	84936	Check	1 8669		BIX PRODUCE CO		Yes	Yes	No	04/19/2024		2,470.93
FFM	P2410G	87144	84937	Check	1 8684		CASPERSON, TROY		Yes	Yes	No	04/19/2024		100.00
FFM	P2410G	87129	84938	Check	1 4801	R1	CENTERPOINT ENERGY		Yes	Yes	No	04/19/2024		11,376.52
FFM	P2410G	87128	84939	Check	1 21090		CENTURYLINK		Yes	No	No	04/19/2024		70.00
FFM	P2410G	87136	84940	Check	1 8361		DAYTRIPPERS THEATRE		Yes	Yes	No	04/19/2024		1,008.00
FFM	P2410G	87137	84941	Check	1 8416		DOWN UNDER QUILTING		Yes	Yes	No	04/19/2024		120.00
FFM	P2410G	87127	84942	Check	1 1969		ECKERT, LEE		Yes	Yes	No	04/19/2024		220.00
FFM	P2410G	87138	84943	Check	1 8573		FRITZ, OLIVIA		Yes	No	No	04/19/2024		150.00
FFM	P2410G	87131	84944	Check	1 5034	P1	GILLETTE PEPSI		Yes	Yes	No	04/19/2024		2,062.15
FFM	P2410G	87135	84945	Check	1 7571		KENNEDY & GRAVEN, CHARTERED		Yes	Yes	No	04/19/2024		600.00
FFM	P2410G	87147	84946	Check	1 8862		MALECHA, CRAIG		Yes	No	No	04/19/2024		220.00
FFM	P2410G	87125	84947	Check	1 13826		MUSIC MART		Yes	Yes	No	04/19/2024		235.80
FFM	P2410G	87139	84948	Check	1 8585		NOVAK, JANICE		Yes	Yes	No	04/19/2024		20.00
FFM	P2410G	87141	84949	Check	1 8667		PAN-O-GOLD BAKING CO		Yes	Yes	No	04/19/2024		234.83
FFM	P2410G	87140	84950	Check	1 8666		PRAIRIE FARMS		Yes	Yes	No	04/19/2024		1,885.18
FFM	P2410G	87146	84951	Check	1 8861		RADEMAKER, CHAD		Yes	Yes	No	04/19/2024		220.00
FFM	P2410G	87126	84952	Check	1 16935		REGION V COMPUTER SERVICES		Yes	Yes	No	04/19/2024		4,367.50
FFM	P2410G	87130	84953	Check	1 4883		REGISTAR TM-REGISTAR.COM		Yes	No	Yes	04/19/2024		160.00
FFM	P2410G	87132	84954	Check	1 5422	R1	RIVER BEND BUSINESS PRODUCTS		Yes	Yes	No	04/19/2024		1,387.00
FFM	P2410G	87143	84955	Check	1 8671		SYSCO WESTERN MN		Yes	Yes	No	04/19/2024		9,571.55
FFM	P2410G	87133	84956	Check	1 5997		VERIZON WIRELESS		Yes	Yes	No	04/19/2024		600.15
FFM	P2410G	87134	84957	Check	1 5997		VERIZON WIRELESS		Yes	Yes	No	04/19/2024		473.65
FFM	P2410G	87155	84958	Check	1 8334		SUPERIOR TRANSPORTATION SERVIC		Yes	Yes	No	04/25/2024		107,759.49
FFM	P2410G	87169	84959	Check	1 7701		BAKER, HEIDI		Yes	No	No	04/26/2024		352.00
FFM	P2410G	87166	84960	Check	1 7109		BJERKE, JEFF		Yes	No	No	04/26/2024		100.00
FFM	P2410G	87170	84961	Check	1 8086		GUGGISBERG, RICHARD		Yes	No	No	04/26/2024		120.00
FFM	P2410G	87156	84962	Check	1 08117		HENDERSON INDEPENDENT		Yes	No	No	04/26/2024		195.50
FFM	P2410G	87171	84963	Check	1 8312		HERD, KEITH		Yes	No	No	04/26/2024		100.00
FFM	P2410G	87168	84964	Check	1 7410		HOUSE OF PRINT		Yes	No	No	04/26/2024		1,274.42
FFM	P2410G	87172	84965	Check	1 8380		HUNT PLUMBING & DRAIN		Yes	No	No	04/26/2024		861.00
FFM	P2410G	87163	84966	Check	1 5512	R1	KENDELL DOORS & HARDWARE INC		Yes	No	No	04/26/2024		163.44
FFM	P2410G	87165	84967	Check	1 6132		MASBERG, JOHN		Yes	No	No	04/26/2024		100.00
FFM	P2410G	87158	84968	Check	1 12039		MENARDS		Yes	No	No	04/26/2024		88.20
FFM	P2410G	87161	84969	Check	1 1638	R1	MINNEAPOLIS PUBLIC SCHOOLS		Yes	No	No	04/26/2024		66.00
FFM	P2410G	87164	84970	Check	1 6017	R1	NORTHFIELD LINES INC		Yes	No	Yes	04/26/2024		1,211.27
FFM	P2410G	87159	84971	Check	1 14990		NUESSMEIER ELECTRIC INC		Yes	No	No	04/26/2024		37.50

## Le Sueur-Henderson Schools Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Pay/Void			Date	Amount
										Print	Recon	Void		
FFM	P2410G	87160	84972	Check	1	16060		PLUNKETTS INC		Yes	No	No	04/26/2024	874.57
FFM	P2410G	87167	84973	Check	1	7216		RIESGRAF, DAN		Yes	No	No	04/26/2024	120.00
FFM	P2410G	87175	84974	Check	1	8832		STIEN, CATHY	Ind/Sole Proprietor	Yes	No	No	04/26/2024	31.00
FFM	P2410G	87173	84975	Check	1	8773		SUNBELT STAFFING		Yes	No	No	04/26/2024	6,300.00
FFM	P2410G	87162	84976	Check	1	3908		TISCHENDORF, MIKE		Yes	No	No	04/26/2024	500.00
FFM	P2410G	87157	84977	Check	1	11020		TRUSTWORTHY HARDWARE OF LE SL		Yes	No	No	04/26/2024	296.50
FFM	P2410G	87174	84978	Check	1	8799	1	VALUE INSPIRED PRODUCTS & SERVIC		Yes	No	No	04/26/2024	1,200.00
Bank Total:													\$2,028,366.42	
MSDL	P2410M	87768		PC	1	02460		BUREAU OF ED & RESEARCH		No	Yes	No	04/05/2024	279.00
MSDL	P2410M	87769		PC	1	11060		LE SUEUR POSTMASTER		No	Yes	No	04/05/2024	9.21
MSDL	P2410M	87770		PC	1	12039		MENARDS		No	Yes	No	04/05/2024	991.56
MSDL	P2410M	87771		PC	1	1244		MATH MASTERS OF MINNESOTA		No	Yes	No	04/05/2024	147.37
MSDL	P2410M	87772		PC	1	13000		MN STATE HIGH SCHOOL LEAGUE	C Corporation	No	Yes	No	04/05/2024	101.08
MSDL	P2410M	87773		PC	1	14920		NORTHWEST GAS		No	Yes	No	04/05/2024	3,174.42
MSDL	P2410M	87774		PC	1	1628		ORIENTAL TRADING COMPANY		No	Yes	No	04/05/2024	295.49
MSDL	P2410M	87775		PC	1	17559		SAM'S CLUB DIRECT		No	Yes	No	04/05/2024	182.54
MSDL	P2410M	87776		PC	1	2147	R1	MUSIC IS ELEMENTARY		No	Yes	No	04/05/2024	196.35
MSDL	P2410M	87777		PC	1	2819		AMAZON.COM		No	Yes	No	04/05/2024	1,423.96
MSDL	P2410M	87778		PC	1	4677	R1	GOLD MEDAL		No	Yes	No	04/05/2024	69.95
MSDL	P2410M	87779		PC	1	4913		LJP ENTERPRISES TRUCKING LLC		No	Yes	No	04/05/2024	1,641.95
MSDL	P2410M	87780		PC	1	4990		P-CARD		No	Yes	No	04/05/2024	2,033.59
MSDL	P2410M	87781		PC	1	5943		WALMART		No	Yes	No	04/05/2024	55.15
MSDL	P2410M	87782		PC	1	6365	R1	AVID CENTER		No	Yes	No	04/05/2024	999.00
MSDL	P2410M	87783		PC	1	7381	R2	FUN EXPRESS		No	Yes	No	04/05/2024	47.64
MSDL	P2410M	87784		PC	1	7821		ADOBE SYSTEMS INC		No	Yes	No	04/05/2024	244.93
MSDL	P2410M	87785		PC	1	8076		EBAY.COM		No	Yes	No	04/05/2024	88.40
MSDL	P2410M	87786		PC	1	8216		ZOOM VIDEO COMMUNICATIONS INC		No	Yes	No	04/05/2024	15.99
MSDL	P2410M	87787		PC	1	8284		CANVA		No	Yes	No	04/05/2024	119.40
MSDL	P2410M	87788		PC	1	8369		COSTCO		No	Yes	No	04/05/2024	60.00
MSDL	P2410M	87789		PC	1	8417		ZORO		No	Yes	No	04/05/2024	5,521.21
MSDL	P2410M	87790		PC	1	8703	R1	DUELING KEYS ENTERTAINMENT	Ind/Sole Proprietor	No	Yes	No	04/05/2024	2,000.00
MSDL	P2410M	87791		PC	1	8841		TITAN FITNESS		No	Yes	No	04/05/2024	208.96
MSDL	P2410M	87792		PC	1	8846		MN STATE COLLEGES AND UNIVERSIT		No	Yes	No	04/05/2024	1,325.00
MSDL	P2410M	87793		PC	1	8850		ONE LESS THING		No	Yes	No	04/05/2024	750.00
MSDL	P2410M	87794		PC	1	8884		GRAMMARLY INC		No	Yes	No	04/05/2024	144.00
Bank Total:													\$22,126.15	
Report Total:													\$2,055,037.41	

## 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			Date	Amount	
									Print	Recon	Void			
BOND	P2411B	88310		Wire	1	8652	R1	EHLERS INVESTMENT PARTNERS		No	No	No	05/08/2024	4,230.82
Bank Total:													\$4,230.82	
FFM	P2410C	87027		CB	1	2409	R1	J. W. PEPPER & SON INC.		Yes	No	Yes	05/06/2024	(109.30)
FFM	P2410C	87029		CB	1	5998		LIGHTSPEED TECHNOLOGIES		Yes	No	Yes	05/07/2024	(1,425.00)
FFM	P2409T	87218		Wire	1	8690		COLONIAL LIFE & ACCIDENT INSURAN		No	No	No	05/03/2024	3,330.28
FFM	P2410T	87219		Wire	1	8690		COLONIAL LIFE & ACCIDENT INSURAN		No	No	No	05/03/2024	3,423.50
FFM	P2411C	87282		CB	1	12176	R1	METRO SALES		No	No	No	05/06/2024	122.79
FFM	P2411C	87283		CB	1	21076	R1	BSN SPORTS		No	No	No	05/06/2024	384.63
FFM	P2411C	87284		CB	1	3729	R1	GOPHER SPORT		No	No	No	05/06/2024	167.26
FFM	P2411C	87285		CB	1	4480		JONES SCHOOL SUPPLY		No	No	No	05/06/2024	101.74
FFM	P2411G	87463		Wire	1	8309		METRONET		No	No	No	05/20/2024	3,862.43
FFM	P2411G	87500		Wire	1	8530		WAYZATA RESULTS INC		No	No	No	05/23/2024	953.60
FFM	P2411G	87501		Check	1	2656	R2	STATE OF MINNESOTA		Yes	No	Yes	05/29/2024	0.00
FFM	P2411F	87593		Wire	1	6573	P1	EDUCATORS BENEFIT CONSULTANTS		No	No	No	05/15/2024	7,223.71
FFM	P2411F	87594		Wire	1	1324		INTERNAL REVENUE SERVICE		No	No	No	05/15/2024	66,492.87
FFM	P2411F	87595		Wire	1	12832		MN DEPT OF REVENUE		No	No	No	05/15/2024	10,887.70
FFM	P2411F	87596		Wire	1	1065		MN CHILD SUPPORT PAYMENT CTR		No	No	No	05/15/2024	428.50
FFM	P2411F	87597		Wire	1	13146		MN TEACHERS RETIREMENT ASSOC		No	No	No	05/15/2024	38,696.26
FFM	P2411F	87598		Wire	1	16487		PUBLIC EMPLOYEES RETIREMENT ASS		No	No	No	05/15/2024	10,693.41
FFM	P2411F	87599		Wire	1	10850		LE SUEUR HENDERSON ED ASSOC		No	No	No	05/15/2024	3,329.45
FFM	P2411F	87600		Wire	1	8553		WEX HEALTH INC	C Corporation	No	No	No	05/15/2024	4,193.53
FFM	P2411T	87601		Wire	1	12832		MN DEPT OF REVENUE		No	No	No	05/30/2024	585.93
FFM	P2411T	87602		Wire	1	13146		MN TEACHERS RETIREMENT ASSOC		No	No	No	05/30/2024	212.48
FFM	P2411T	87603		Wire	1	16487		PUBLIC EMPLOYEES RETIREMENT ASS		No	No	No	05/30/2024	1,610.86
FFM	P2411T	87604		Wire	1	1324		INTERNAL REVENUE SERVICE		No	No	No	05/30/2024	3,507.86
FFM	P2411T	87605		Wire	1	1324		INTERNAL REVENUE SERVICE		No	No	No	05/30/2024	67,682.44
FFM	P2411T	87606		Wire	1	1065		MN CHILD SUPPORT PAYMENT CTR		No	No	No	05/30/2024	428.50
FFM	P2411T	87607		Wire	1	12832		MN DEPT OF REVENUE		No	No	No	05/30/2024	11,436.56
FFM	P2411T	87608		Wire	1	13146		MN TEACHERS RETIREMENT ASSOC		No	No	No	05/30/2024	38,975.43
FFM	P2411T	87609		Wire	1	16487		PUBLIC EMPLOYEES RETIREMENT ASS		No	No	No	05/30/2024	10,660.90
FFM	P2411T	87610		Wire	1	6573	P1	EDUCATORS BENEFIT CONSULTANTS		No	No	No	05/30/2024	7,395.15
FFM	P2411T	87611		Wire	1	8553		WEX HEALTH INC	C Corporation	No	No	No	05/30/2024	4,264.36
FFM	P2411T	87612		Wire	1	10850		LE SUEUR HENDERSON ED ASSOC		No	No	No	05/30/2024	3,329.45
FFM	P2411G	87811		Wire	1	8295		PINEAPPLE PAYMENTS		No	No	No	05/03/2024	51.00
FFM	P2411G	87812		Wire	1	8295		PINEAPPLE PAYMENTS		No	No	No	05/03/2024	964.28
FFM	P2411G	87813		Wire	1	2347		FIRST FARMERS & MERCHANTS		No	No	No	05/03/2024	15.00
FFM	P2411T	87814		Wire	1	5305		DELTA DENTAL OF MINNESOTA		No	No	No	05/30/2024	4,261.70
FFM	P2411T	87815		Wire	1	8700		GRAVIE		No	No	No	05/30/2024	78,170.88

## 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	Pay/Void		Amount
											Void	Date	
FFM	P2411G	87817		Wire	1 08470	R3	WRIGHT EXPRESS FLEET-HOLIDAY		No	No	No	05/06/2024	111.04
FFM	P2411G	87896		Wire	1 14843		XCEL ENERGY		No	No	No	05/16/2024	927.04
FFM	P2411G	87897		Wire	1 10660	R1	CITY OF LE SUEUR		No	No	No	05/26/2024	28,627.59
FFM	P2411G	87898		Wire	1 2347		FIRST FARMERS & MERCHANTS		No	No	No	05/07/2024	15.00
FFM	P2411F	87899		Wire	1 8553		WEX HEALTH INC	C Corporation	No	No	No	05/07/2024	208.00
FFM	P2411F	87900		Wire	1 8553		WEX HEALTH INC	C Corporation	No	No	No	05/09/2024	61.79
FFM	P2411F	87901		Wire	1 8553		WEX HEALTH INC	C Corporation	No	No	No	05/13/2024	61.79
FFM	P2411F	87902		Wire	1 8553		WEX HEALTH INC	C Corporation	No	No	No	05/14/2024	61.79
FFM	P2411T	87903		Wire	1 8553		WEX HEALTH INC	C Corporation	No	No	No	05/21/2024	999.83
FFM	P2411G	87904		Wire	1 8553		WEX HEALTH INC	C Corporation	No	No	No	05/24/2024	207.00
FFM	P2411T	87905		Wire	1 8553		WEX HEALTH INC	C Corporation	No	No	No	05/29/2024	505.41
FFM	P2411G	87906		Wire	1 2347		FIRST FARMERS & MERCHANTS		No	No	No	05/29/2024	15.00
FFM	P2411G	87907		Wire	1 8277	R3	QUADIENT-NEOPOST INC	C Corporation	No	No	No	05/29/2024	500.00
FFM	P2411G	87908		Wire	1 2347		FIRST FARMERS & MERCHANTS		No	No	No	05/31/2024	15.00
FFM	P2411G	87909		Wire	1 2347		FIRST FARMERS & MERCHANTS		No	No	No	05/31/2024	21.95
FFM	P2411G	88329		Wire	1 4553	R2	rSCHOOL TODAY		No	No	No	05/01/2024	232.50
FFM	P2410G	87130	84953	Check	1 4883		REGISTAR TM-REGISTAR.COM		Yes	No	Yes	05/07/2024	(160.00)
FFM	P2410G	87164	84970	Check	1 6017	R1	NORTHFIELD LINES INC		Yes	No	Yes	05/14/2024	(1,211.27)
FFM	P2411S	87184	84979	Check	1 8478		EDGEWOOD FARM		Yes	No	No	05/02/2024	300.00
FFM	P2411S	87180	84980	Check	1 27267		HYNES, SUSAN		Yes	No	No	05/02/2024	129.99
FFM	P2411S	87182	84981	Check	1 6121		HYNES-MARQUETTE, SETH	Ind/Sole Proprietor	Yes	No	No	05/02/2024	900.00
FFM	P2411S	87181	84982	Check	1 5989		REGENTS OF UNIVERSITY OF MN		Yes	No	No	05/02/2024	63.00
FFM	P2411S	87183	84983	Check	1 7432		WYHE'S CHOICE FUNDRAISING		Yes	No	No	05/02/2024	2,043.00
FFM	P2411G	87185	84984	Check	1 10833	R4	LE SUEUR COUNTY AUDITOR TREASU		Yes	No	No	05/02/2024	2,333.00
FFM	P2411G	87187	84985	Check	1 8864		PIETZ, REBEKAH		Yes	No	No	05/02/2024	422.79
FFM	P2411G	87186	84986	Check	1 8597		SCHMIDT, CYNTHIA		Yes	No	No	05/02/2024	265.39
FFM	P2411G	87217	84987	Check	1 8855		ADAPTIVE TECH SOLUTIONS		Yes	No	No	05/03/2024	77.99
FFM	P2411G	87208	84988	Check	1 8473		ANNIS, AARON		Yes	No	No	05/03/2024	220.00
FFM	P2411G	87212	84989	Check	1 8669		BIX PRODUCE CO		Yes	No	No	05/03/2024	5,225.76
FFM	P2411G	87193	84990	Check	1 1866		CASAS		Yes	No	No	05/03/2024	3,630.00
FFM	P2411G	87200	84991	Check	1 5256		CRAWFORD DOOR SALES		Yes	No	No	05/03/2024	630.00
FFM	P2411G	87204	84992	Check	1 6573	P1	EDUCATORS BENEFIT CONSULTANTS		Yes	No	No	05/03/2024	133.09
FFM	P2411G	87197	84993	Check	1 4183		EVOLUTION MEDIA & DESIGN		Yes	No	No	05/03/2024	1,280.35
FFM	P2411G	87199	84994	Check	1 5034	P1	GILLETTE PEPSI		Yes	No	No	05/03/2024	852.75
FFM	P2411G	87203	84995	Check	1 6125		GOETTL, CATHERINE		Yes	No	No	05/03/2024	54.88
FFM	P2411G	87207	84996	Check	1 8312		HERD, KEITH		Yes	No	No	05/03/2024	200.00
FFM	P2411G	87202	84997	Check	1 6054	R1	HIRE IMAGE LLC		Yes	No	No	05/03/2024	780.00
FFM	P2411G	87189	84998	Check	1 1286		INTERMEDIATE DISTRICT 287		Yes	No	No	05/03/2024	124.20
FFM	P2411G	87188	84999	Check	1 1175		ISD 88 NEW ULM		Yes	No	No	05/03/2024	180.00

## 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	Pay/Void		Amount
											Void	Date	
FFM	P2411G	87196	85000	Check	1	2620	KOESTER, TROY		Yes	No	No	05/03/2024	200.00
FFM	P2411G	87198	85001	Check	1	4793	MN STATE UNIVERSITY-MANKATO		Yes	No	No	05/03/2024	60,484.60
FFM	P2411G	87190	85002	Check	1	13826	MUSIC MART		Yes	No	No	05/03/2024	482.81
FFM	P2411G	87191	85003	Check	1	13855	NAPA AUTO PARTS OF LE SUEUR		Yes	No	No	05/03/2024	58.13
FFM	P2411G	87206	85004	Check	1	7607	ON SITE SANITATION-MANKATO		Yes	No	No	05/03/2024	198.74
FFM	P2411G	87195	85005	Check	1	1968	PALMER, RACHEL		Yes	No	No	05/03/2024	220.00
FFM	P2411G	87211	85006	Check	1	8667	PAN-O-GOLD BAKING CO		Yes	No	No	05/03/2024	385.60
FFM	P2411G	87213	85007	Check	1	8670	PERFORMANCE FOODSERVICE		Yes	No	No	05/03/2024	1,708.52
FFM	P2411G	87210	85008	Check	1	8666	PRAIRIE FARMS		Yes	No	No	05/03/2024	3,717.02
FFM	P2411G	87201	85009	Check	1	5422	R1 RIVER BEND BUSINESS PRODUCTS		Yes	No	No	05/03/2024	156.88
FFM	P2411G	87192	85010	Check	1	17559	SAM'S CLUB DIRECT		Yes	No	No	05/03/2024	684.77
FFM	P2411G	87194	85011	Check	1	1920	R2 SCHOOL SPECIALTY LLC		Yes	No	No	05/03/2024	109.21
FFM	P2411G	87216	85012	Check	1	8773	SUNBELT STAFFING		Yes	No	No	05/03/2024	3,150.00
FFM	P2411G	87214	85013	Check	1	8671	SYSCO WESTERN MN		Yes	No	No	05/03/2024	11,024.73
FFM	P2411G	87209	85014	Check	1	8651	THE JOLLY POPS LLC		Yes	No	No	05/03/2024	700.00
FFM	P2411G	87215	85015	Check	1	8686	VELDHUISEN, ROSE		Yes	No	No	05/03/2024	150.00
FFM	P2411G	87205	85016	Check	1	7173	ZABEL, RUSS		Yes	No	No	05/03/2024	80.00
FFM	P2411B	87269	85017	Check	1	8465	ATS&R		Yes	No	No	05/06/2024	41,135.46
FFM	P2411B	87275	85018	Check	1	8731	AXEL H. OHMAN, INC		Yes	No	No	05/06/2024	979,593.26
FFM	P2411B	87278	85019	Check	1	8746	BEN'S STRUCTURAL FABRICATION INC		Yes	No	No	05/06/2024	19,000.00
FFM	P2411B	87270	85020	Check	1	8588	R1 BRAUN INTERTEC CORPORATION		Yes	No	No	05/06/2024	18,364.00
FFM	P2411B	87268	85021	Check	1	4984	CENTURY FENCE COMPANY		Yes	No	No	05/06/2024	107,768.00
FFM	P2411B	87281	85022	Check	1	8765	EBERT COMPANIES		Yes	No	No	05/06/2024	37,203.67
FFM	P2411B	87273	85023	Check	1	8711	FORD METRO INC		Yes	No	No	05/06/2024	125,788.55
FFM	P2411B	87272	85024	Check	1	8710	GAG SHEET METAL INC		Yes	No	No	05/06/2024	156,352.43
FFM	P2411B	87279	85025	Check	1	8747	HARTY MECHANICAL INC		Yes	No	No	05/06/2024	251,750.00
FFM	P2411B	87280	85026	Check	1	8764	IMEG		Yes	No	No	05/06/2024	2,610.00
FFM	P2411B	87266	85027	Check	1	09237	INSPEC, INC.		Yes	No	No	05/06/2024	40,000.00
FFM	P2411B	87271	85028	Check	1	8699	KRAUS-ANDERSON CONSTRUCTION C		Yes	No	No	05/06/2024	180,277.74
FFM	P2411B	87276	85029	Check	1	8733	LIFESAVER FIRE PROTECTION LLC		Yes	No	No	05/06/2024	159,288.40
FFM	P2411B	87277	85030	Check	1	8734	MINNESOTA CONTROL SYSTEMS INC		Yes	No	No	05/06/2024	116,341.75
FFM	P2411B	87274	85031	Check	1	8712	MUSKA ELECTRIC COMPANY		Yes	No	No	05/06/2024	96,954.15
FFM	P2411B	87267	85032	Check	1	4948	PIETSCH CONSTRUCTION INC		Yes	No	No	05/06/2024	97,375.00
FFM	P2410T	87287	85033	Check	1	5306	AMERITAS		Yes	No	No	05/06/2024	534.20
FFM	P2410T	87291	85034	Check	1	5321	GURSTEL LAW FIRM		Yes	No	No	05/06/2024	2,483.92
FFM	P2410T	87289	85035	Check	1	12756	R2 MADISON NATIONAL LIFE INS CO		Yes	No	No	05/06/2024	2,725.56
FFM	P2410T	87286	85036	Check	1	13147	MN TEAMSTERS NO 320		Yes	No	No	05/06/2024	600.00
FFM	P2410T	87288	85037	Check	1	18080	SCHOOL SERVICE EMPLOYEES		Yes	No	No	05/06/2024	613.12
FFM	P2411G	87290	85038	Check	1	2897	ISD 720 SHAKOPEE		Yes	No	No	05/06/2024	21.00

## 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	Pay/Void		Amount
											Void	Date	
FFM	P2411S	87314	85039	Check	1	8829	NORMAN, SOPHIE		Yes	No	No	05/08/2024	350.00
FFM	P2411G	87324	85040	Check	1	7109	BJERKE, JEFF		Yes	No	No	05/10/2024	100.00
FFM	P2411G	87315	85041	Check	1	08112	CITY OF HENDERSON		Yes	No	No	05/10/2024	123.81
FFM	P2411G	87325	85042	Check	1	7974	FEENEY, DYLAN		Yes	No	No	05/10/2024	100.00
FFM	P2411G	87316	85043	Check	1	08117	HENDERSON INDEPENDENT		Yes	No	No	05/10/2024	40.00
FFM	P2411G	87320	85044	Check	1	2620	KOESTER, TROY		Yes	No	No	05/10/2024	200.00
FFM	P2411G	87323	85045	Check	1	6933	LIBRA, LYNNEA		Yes	No	No	05/10/2024	110.00
FFM	P2411G	87322	85046	Check	1	6132	MASBERG, JOHN		Yes	No	No	05/10/2024	100.00
FFM	P2411G	87326	85047	Check	1	8078	SIWEK LUMBER & MILLWORK		Yes	No	No	05/10/2024	546.52
FFM	P2411G	87328	85048	Check	1	8341	SMYKALSKI, KAYLEE		Yes	No	No	05/10/2024	93.75
FFM	P2411G	87318	85049	Check	1	18980	SOUTH CENTRAL SERVICE COOP		Yes	No	No	05/10/2024	1,425.00
FFM	P2411G	87331	85050	Check	1	8773	SUNBELT STAFFING		Yes	No	No	05/10/2024	3,150.00
FFM	P2411G	87327	85051	Check	1	8300	TATE, PAUL	Ind/Sole Proprietor	Yes	No	No	05/10/2024	300.00
FFM	P2411G	87317	85052	Check	1	11020	TRUSTWORTHY HARDWARE OF LE SL		Yes	No	No	05/10/2024	15.98
FFM	P2411G	87319	85053	Check	1	20680	UNITED FARMERS COOPERATIVE		Yes	No	No	05/10/2024	178.34
FFM	P2411G	87330	85054	Check	1	8675	VANDEN EINDE, JAMISON		Yes	No	No	05/10/2024	100.00
FFM	P2411G	87321	85055	Check	1	5997	VERIZON WIRELESS		Yes	No	No	05/10/2024	469.93
FFM	P2411G	87329	85056	Check	1	8418	WAGNER, JIM		Yes	No	No	05/10/2024	170.63
FFM	P2411G	87434	85057	Check	1	8669	BIX PRODUCE CO		Yes	No	No	05/17/2024	2,006.13
FFM	P2411G	87436	85058	Check	1	8684	CASPERSON, TROY		Yes	No	No	05/17/2024	100.00
FFM	P2411G	87424	85059	Check	1	4801	R1 CENTERPOINT ENERGY		Yes	No	No	05/17/2024	85.12
FFM	P2411G	87422	85060	Check	1	4043	COMPUTER TECHNOLOGY SOLUTIONS		Yes	No	No	05/17/2024	2,020.00
FFM	P2411G	87423	85061	Check	1	4183	EVOLUTION MEDIA & DESIGN		Yes	No	No	05/17/2024	136.11
FFM	P2411G	87425	85062	Check	1	5034	P1 GILLETTE PEPSI		Yes	No	No	05/17/2024	1,158.00
FFM	P2411G	87426	85063	Check	1	5093	R1 HOBART		Yes	No	No	05/17/2024	3,885.04
FFM	P2411G	87421	85064	Check	1	3277	R2 INNOVATIVE OFFICE SOLUTIONS		Yes	No	No	05/17/2024	58.72
FFM	P2411G	87417	85065	Check	1	08959	ISD 2310 SIBLEY EAST		Yes	No	No	05/17/2024	150.00
FFM	P2411G	87428	85066	Check	1	5566	KOTEK, MARK		Yes	No	No	05/17/2024	100.00
FFM	P2411G	87438	85067	Check	1	8862	MALECHA, CRAIG		Yes	No	No	05/17/2024	120.00
FFM	P2411G	87420	85068	Check	1	2656	R2 STATE OF MINNESOTA		Yes	No	Yes	05/17/2024	4,547.76
FFM	P2411G	87420	85068	Check	1	2656	R2 STATE OF MINNESOTA		Yes	No	Yes	05/29/2024	(4,547.76)
FFM	P2411G	87418	85069	Check	1	13100	MN SCHOOL BOARDS ASSOC (MSBA)		Yes	No	No	05/17/2024	420.00
FFM	P2411G	87430	85070	Check	1	6017	R1 NORTHFIELD LINES INC		Yes	No	No	05/17/2024	1,211.27
FFM	P2411G	87419	85071	Check	1	14990	NUESSMEIER ELECTRIC INC		Yes	No	No	05/17/2024	112.50
FFM	P2411G	87433	85072	Check	1	8667	PAN-O-GOLD BAKING CO		Yes	No	No	05/17/2024	204.20
FFM	P2411G	87432	85073	Check	1	8666	PRAIRIE FARMS		Yes	No	No	05/17/2024	1,146.30
FFM	P2411G	87431	85074	Check	1	7455	RABENHORST, BRANDON		Yes	No	No	05/17/2024	100.00
FFM	P2411G	87427	85075	Check	1	5422	R1 RIVER BEND BUSINESS PRODUCTS		Yes	No	No	05/17/2024	122.04
FFM	P2411G	87437	85076	Check	1	8773	SUNBELT STAFFING		Yes	No	No	05/17/2024	3,150.00

## 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	Pay/Void		Amount
											Void	Date	
FFM	P2411G	87435	85077	Check	1	8671	SYSCO WESTERN MN		Yes	No	No	05/17/2024	13,739.70
FFM	P2411G	87439	85078	Check	1	8867	THOMPSON, JON		Yes	No	No	05/17/2024	120.00
FFM	P2411G	87429	85079	Check	1	5997	VERIZON WIRELESS		Yes	No	No	05/17/2024	600.15
FFM	P2411G	87465	85080	Check	1	8871	EK, JUSTIN	Ind/Sole Proprietor	Yes	No	No	05/20/2024	2,777.00
FFM	P2411G	87464	85081	Check	1	8741	MALPHURS, APRIL		Yes	No	No	05/20/2024	1,424.20
FFM	P2411S	87475	85082	Check	1	8314	CREATIVE AD SOLUTIONS INC		Yes	No	No	05/21/2024	35.76
FFM	P2411S	87470	85083	Check	1	7379	DJ ULTRALIGHT		Yes	No	No	05/21/2024	200.00
FFM	P2411S	87466	85084	Check	1	26604	FROELICH, SHANNON		Yes	No	No	05/21/2024	112.82
FFM	P2411S	87467	85085	Check	1	4501	K & R GRAPHICS		Yes	No	No	05/21/2024	2,264.00
FFM	P2411S	87473	85086	Check	1	8870	KRAUSE, CHAD		Yes	No	No	05/21/2024	50.91
FFM	P2411S	87469	85087	Check	1	7013	O'NEILL, ELLEN		Yes	No	No	05/21/2024	32.59
FFM	P2411S	87468	85088	Check	1	5200	THE 300 CLUB		Yes	No	No	05/21/2024	620.00
FFM	P2411S	87471	85089	Check	1	7940	WEBER, ZAC		Yes	No	No	05/21/2024	170.91
FFM	P2411S	87472	85090	Check	1	7940	WEBER, ZAC		Yes	No	No	05/21/2024	300.00
FFM	P2411G	87474	85091	Check	1	5200	THE 300 CLUB		Yes	No	No	05/21/2024	430.00
FFM	P2411G	87476	85092	Check	1	8334	SUPERIOR TRANSPORTATION SERVIC		Yes	No	No	05/22/2024	83,610.31
FFM	P2411G	87490	85093	Check	1	8473	ANNIS, AARON		Yes	No	No	05/23/2024	120.00
FFM	P2411G	87496	85094	Check	1	8685	BANKEN, ERIC		Yes	No	No	05/23/2024	150.00
FFM	P2411G	87494	85095	Check	1	8669	BIX PRODUCE CO		Yes	No	No	05/23/2024	1,637.57
FFM	P2411G	87478	85096	Check	1	1969	ECKERT, LEE		Yes	No	No	05/23/2024	220.00
FFM	P2411G	87482	85097	Check	1	3953	GRAFF, DERRICK		Yes	No	No	05/23/2024	25.00
FFM	P2411G	87483	85098	Check	1	4343	GRAFF, RYAN		Yes	No	No	05/23/2024	25.00
FFM	P2411G	87488	85099	Check	1	8242	GREGERSEN, LAUREN		Yes	No	No	05/23/2024	80.00
FFM	P2411G	87487	85100	Check	1	8005	HUTTON, AMBRIA		Yes	No	No	05/23/2024	25.00
FFM	P2411G	87480	85101	Check	1	3277	R2 INNOVATIVE OFFICE SOLUTIONS		Yes	No	No	05/23/2024	28.92
FFM	P2411G	87481	85102	Check	1	3391	ISD 423 HUTCHINSON		Yes	No	No	05/23/2024	185.00
FFM	P2411G	87479	85103	Check	1	2620	KOESTER, TROY		Yes	No	No	05/23/2024	100.00
FFM	P2411G	87499	85104	Check	1	8869	MARTHALER, SYDNEY		Yes	No	No	05/23/2024	25.00
FFM	P2411G	87489	85105	Check	1	8452	R1 MINNESOTA COMFORT SOLUTIONS	Ind/Sole Proprietor	Yes	No	No	05/23/2024	3,897.75
FFM	P2411G	87498	85106	Check	1	8868	NESMOE, JACKSON		Yes	No	No	05/23/2024	25.00
FFM	P2411G	87491	85107	Check	1	8523	O'NEILL, SEAN		Yes	No	No	05/23/2024	100.00
FFM	P2411G	87493	85108	Check	1	8667	PAN-O-GOLD BAKING CO		Yes	No	No	05/23/2024	380.14
FFM	P2411G	87495	85109	Check	1	8670	PERFORMANCE FOODSERVICE		Yes	No	No	05/23/2024	1,254.51
FFM	P2411G	87484	85110	Check	1	5235	PERKINSON, PAT		Yes	No	No	05/23/2024	120.00
FFM	P2411G	87477	85111	Check	1	1814	POWELL, KELLY		Yes	No	No	05/23/2024	250.00
FFM	P2411G	87492	85112	Check	1	8666	PRAIRIE FARMS		Yes	No	No	05/23/2024	1,663.03
FFM	P2411G	87485	85113	Check	1	5422	R1 RIVER BEND BUSINESS PRODUCTS		Yes	No	No	05/23/2024	1,354.53
FFM	P2411G	87486	85114	Check	1	7469	SHIBLEY, JEREMY		Yes	No	No	05/23/2024	220.00
FFM	P2411G	87497	85115	Check	1	8827	SPORTS ATTACK LLC		Yes	No	No	05/23/2024	3,828.90

## 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	Pay/Void		Amount	
											Void	Date		
FFM	P2411G	87502	85116	Check	1	2656	R2	STATE OF MINNESOTA		Yes	No	No	05/29/2024	4,547.76
FFM	P2411G	87514	85117	Check	1	4801	R1	CENTERPOINT ENERGY		Yes	No	No	05/31/2024	5,033.95
FFM	P2411G	87509	85118	Check	1	21090		CENTURYLINK		Yes	No	No	05/31/2024	70.00
FFM	P2411G	87506	85119	Check	1	1621		COLLEGE BOARD		Yes	No	No	05/31/2024	4,170.00
FFM	P2411G	87521	85120	Check	1	7792		DEAN, KIRSTEN		Yes	No	No	05/31/2024	970.00
FFM	P2411G	87528	85121	Check	1	8805		GEEKS2U		Yes	No	No	05/31/2024	5,432.16
FFM	P2411G	87525	85122	Check	1	8704		ISD 739 KIMBALL		Yes	No	No	05/31/2024	1,312.50
FFM	P2411G	87518	85123	Check	1	7571		KENNEDY & GRAVEN, CHARTERED		Yes	No	No	05/31/2024	150.00
FFM	P2411G	87510	85124	Check	1	2620		KOESTER, TROY		Yes	No	No	05/31/2024	100.00
FFM	P2411G	87511	85125	Check	1	2768		LE SUEUR-WASECA PUBLIC HEALTH S		Yes	No	No	05/31/2024	1,320.00
FFM	P2411G	87504	85126	Check	1	1288		MCEA		Yes	No	No	05/31/2024	49.00
FFM	P2411G	87503	85127	Check	1	12039		MENARDS		Yes	No	No	05/31/2024	100.95
FFM	P2411G	87513	85128	Check	1	4793	R10	MN STATE UNIV MANKATO		Yes	No	No	05/31/2024	400.00
FFM	P2411G	87508	85129	Check	1	18658	R3	NCS PEARSON INC		Yes	No	No	05/31/2024	258.64
FFM	P2411G	87505	85130	Check	1	1322	R2	NCS PEARSON INC.		Yes	No	No	05/31/2024	148.20
FFM	P2411G	87519	85131	Check	1	7607		ON SITE SANITATION-MANKATO		Yes	No	No	05/31/2024	199.51
FFM	P2411G	87512	85132	Check	1	3581		ORTHOPAEDIC & FRACTURE CLINIC		Yes	No	No	05/31/2024	90.00
FFM	P2411G	87515	85133	Check	1	5259		PALMER BUS SERVICE		Yes	No	No	05/31/2024	4,757.41
FFM	P2411G	87524	85134	Check	1	8674		PREHN, DAN		Yes	No	No	05/31/2024	210.00
FFM	P2411G	87516	85135	Check	1	5422	R1	RIVER BEND BUSINESS PRODUCTS		Yes	No	No	05/31/2024	68.26
FFM	P2411G	87507	85136	Check	1	17559		SAM'S CLUB DIRECT		Yes	No	No	05/31/2024	1,106.38
FFM	P2411G	87520	85137	Check	1	7639		SOUTHWEST METRO INTERMEDIATE		Yes	No	No	05/31/2024	2,061.42
FFM	P2411G	87526	85138	Check	1	8748		SPEECH PARTNERS LLC		Yes	No	No	05/31/2024	68,553.52
FFM	P2411G	87529	85139	Check	1	8832		STIEN, CATHY	Ind/Sole Proprietor	Yes	No	No	05/31/2024	62.00
FFM	P2411G	87527	85140	Check	1	8773		SUNBELT STAFFING		Yes	No	No	05/31/2024	5,040.00
FFM	P2411G	87523	85141	Check	1	8671		SYSCO WESTERN MN		Yes	No	No	05/31/2024	4,836.13
FFM	P2411G	87522	85142	Check	1	8300		TATE, PAUL	Ind/Sole Proprietor	Yes	No	No	05/31/2024	110.00
FFM	P2411G	87517	85143	Check	1	5496		WEICK, JENNIFER		Yes	No	No	05/31/2024	15.54
FFM	P2411B	87530	85144	Check	1	00294		AIM ELECTRONICS INC		Yes	No	No	05/31/2024	23,799.00
FFM	P2411B	87535	85145	Check	1	8465		ATS&R		Yes	No	No	05/31/2024	35,425.97
FFM	P2411B	87542	85146	Check	1	8731		AXEL H. OHMAN, INC		Yes	No	No	05/31/2024	436,145.00
FFM	P2411B	87543	85147	Check	1	8746		BEN'S STRUCTURAL FABRICATION INC		Yes	No	No	05/31/2024	2,522.25
FFM	P2411B	87547	85148	Check	1	8848		BERWALD ROOFING & SHEET METAL C		Yes	No	No	05/31/2024	126,288.25
FFM	P2411B	87536	85149	Check	1	8588	R1	BRAUN INTERTEC CORPORATION		Yes	No	No	05/31/2024	5,091.50
FFM	P2411B	87548	85150	Check	1	8849		BREDEMUS HARDWARE CO INC		Yes	No	No	05/31/2024	100,436.85
FFM	P2411B	87534	85151	Check	1	4984		CENTURY FENCE COMPANY		Yes	No	No	05/31/2024	4,743.35
FFM	P2411B	87537	85152	Check	1	8697		COSNEY CORPORATION		Yes	No	No	05/31/2024	73,625.00
FFM	P2411B	87545	85153	Check	1	8765		EBERT COMPANIES		Yes	No	No	05/31/2024	23,411.53
FFM	P2411B	87540	85154	Check	1	8711		FORD METRO INC		Yes	No	No	05/31/2024	32,680.00

## 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	Pay/Void		Amount
											Void	Date	
FFM	P2411B	87539	85155	Check	1	8710	GAG SHEET METAL INC		Yes	No	No	05/31/2024	23,993.23
FFM	P2411B	87544	85156	Check	1	8747	HARTY MECHANICAL INC		Yes	No	No	05/31/2024	974,487.20
FFM	P2411B	87549	85157	Check	1	8873	HIGH PERFORMANCE COATINGS		Yes	No	No	05/31/2024	5,200.30
FFM	P2411B	87531	85158	Check	1	09237	INSPEC, INC.		Yes	No	No	05/31/2024	13,000.00
FFM	P2411B	87538	85159	Check	1	8699	KRAUS-ANDERSON CONSTRUCTION C		Yes	No	No	05/31/2024	172,017.64
FFM	P2411B	87541	85160	Check	1	8712	MUSKA ELECTRIC COMPANY		Yes	No	No	05/31/2024	172,900.00
FFM	P2411B	87533	85161	Check	1	4948	PIETSCH CONSTRUCTION INC		Yes	No	No	05/31/2024	318,484.65
FFM	P2411B	87532	85162	Check	1	18980	SOUTH CENTRAL SERVICE COOP		Yes	No	No	05/31/2024	914.00
FFM	P2411B	87546	85163	Check	1	8782	TOP LINE STEEL CORPORATION		Yes	No	No	05/31/2024	2,981.42
Bank Total:												\$5,763,030.57	
MSDL	P2411M	87795		PC	1	11837	MASBO		No	No	No	05/06/2024	290.00
MSDL	P2411M	87796		PC	1	14920	NORTHWEST GAS		No	No	No	05/06/2024	2,335.44
MSDL	P2411M	87797		PC	1	16545	R1 QUILL LLC		No	No	No	05/06/2024	404.93
MSDL	P2411M	87798		PC	1	17559	SAM'S CLUB DIRECT		No	No	No	05/06/2024	628.36
MSDL	P2411M	87799		PC	1	2819	AMAZON.COM		No	No	No	05/06/2024	2,429.16
MSDL	P2411M	87800		PC	1	4883	REGISTAR TM-REGISTAR.COM		No	No	No	05/06/2024	160.00
MSDL	P2411M	87801		PC	1	4913	LJP ENTERPRISES TRUCKING LLC		No	No	No	05/06/2024	1,589.30
MSDL	P2411M	87802		PC	1	4990	P-CARD		No	No	No	05/06/2024	121.24
MSDL	P2411M	87803		PC	1	7821	ADOBE SYSTEMS INC		No	No	No	05/06/2024	244.93
MSDL	P2411M	87804		PC	1	8110	R1 RAPTOR TECHNOLOGIES		No	No	No	05/06/2024	1,980.00
MSDL	P2411M	87805		PC	1	8216	ZOOM VIDEO COMMUNICATIONS INC		No	No	No	05/06/2024	15.99
MSDL	P2411M	87806		PC	1	8417	ZORO		No	No	No	05/06/2024	3,195.41
MSDL	P2411M	87807		PC	1	8841	TITAN FITNESS		No	No	No	05/06/2024	988.74
MSDL	P2411M	87808		PC	1	8863	HOMEPRO MEDICAL		No	No	No	05/06/2024	214.95
Bank Total:												\$14,598.45	
Report Total:												\$5,781,859.84	

## 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
BOND	P2412B	88311		Wire	1	8652	R1	EHLERS INVESTMENT PARTNERS		No	No	No	06/12/2024	4,145.12
													Bank Total:	\$4,145.12
FFM	P2412C	87555		CB	1	12176	R1	METRO SALES		No	No	No	06/05/2024	208.33
FFM	P2412C	87556		CB	1	18081	CK1	SCHOOL SPECIALTY LLC	LLC - Partnership	No	No	No	06/05/2024	1,282.71
FFM	P2412G	87649		Wire	1	8309		METRONET		No	No	No	06/18/2024	3,862.43
FFM	P2412G	87650		Check	1	3555		ST JOHN'S UNIVERSITY		Yes	No	Yes	06/24/2024	0.00
FFM	P2412F	87848		Wire	1	1324		INTERNAL REVENUE SERVICE		No	No	No	06/14/2024	67,979.34
FFM	P2412F	87849		Wire	1	12832		MN DEPT OF REVENUE		No	No	No	06/14/2024	11,204.05
FFM	P2412F	87850		Wire	1	1065		MN CHILD SUPPORT PAYMENT CTR		No	No	No	06/14/2024	428.50
FFM	P2412F	87851		Wire	1	13146		MN TEACHERS RETIREMENT ASSOC		No	No	No	06/14/2024	37,742.71
FFM	P2412F	87852		Wire	1	16487		PUBLIC EMPLOYEES RETIREMENT ASSOC		Yes	No	Yes	06/14/2024	0.00
FFM	P2412F	87853		Wire	1	6573	P1	EDUCATORS BENEFIT CONSULTANTS		No	No	No	06/14/2024	7,324.15
FFM	P2412F	87854		Wire	1	10850		LE SUEUR HENDERSON ED ASSOC		No	No	No	06/14/2024	3,329.45
FFM	P2412F	87855		Wire	1	8553		WEX HEALTH INC	C Corporation	No	No	No	06/14/2024	4,264.36
FFM	P2412T	87856		Wire	1	1324		INTERNAL REVENUE SERVICE		No	No	No	06/28/2024	73,978.88
FFM	P2412T	87857		Wire	1	12832		MN DEPT OF REVENUE		No	No	No	06/28/2024	12,912.10
FFM	P2412T	87858		Wire	1	1065		MN CHILD SUPPORT PAYMENT CTR		No	No	No	06/28/2024	428.50
FFM	P2412T	87859		Wire	1	13146		MN TEACHERS RETIREMENT ASSOC		No	No	No	06/28/2024	35,862.18
FFM	P2412T	87860		Wire	1	16487		PUBLIC EMPLOYEES RETIREMENT ASSOC		No	No	No	06/28/2024	11,050.18
FFM	P2412T	87861		Wire	1	6573	P1	EDUCATORS BENEFIT CONSULTANTS		Yes	No	Yes	06/28/2024	0.00
FFM	P2412T	87862		Wire	1	8553		WEX HEALTH INC	C Corporation	No	No	No	06/28/2024	4,264.52
FFM	P2412T	87863		Wire	1	10850		LE SUEUR HENDERSON ED ASSOC		No	No	No	06/28/2024	3,326.75
FFM	P2412T	87874		Wire	1	6573	P1	EDUCATORS BENEFIT CONSULTANTS		No	No	No	06/28/2024	271.44
FFM	P2412G	87910		Wire	1	20954		USPS		No	No	No	06/03/2024	573.13
FFM	P2412G	87911		Wire	1	8295		PINEAPPLE PAYMENTS		No	No	No	06/03/2024	1,122.19
FFM	P2412G	87912		Wire	1	8295		PINEAPPLE PAYMENTS		No	No	No	06/03/2024	56.20
FFM	P2412G	87913		Wire	1	08470	R3	WRIGHT EXPRESS FLEET-HOLIDAY		No	No	No	06/04/2024	84.05
FFM	P2412G	88068		Wire	1	4553	R2	rSCHOOL TODAY		No	No	No	06/05/2024	752.00
FFM	P2412T	88069		Wire	1	8553		WEX HEALTH INC	C Corporation	No	No	No	06/18/2024	625.32
FFM	P2412G	88070		Wire	1	8553		WEX HEALTH INC	C Corporation	No	No	No	06/25/2024	176.75
FFM	P2412G	88071		Wire	1	10660	R1	CITY OF LE SUEUR		No	No	No	06/26/2024	31,263.39
FFM	P2412G	88072		Wire	1	14843		XCEL ENERGY		No	No	No	06/28/2024	980.34
FFM	P2412G	88073		Wire	1	2347		FIRST FARMERS & MERCHANTS		No	No	No	06/28/2024	21.95
FFM	P2412F	88074		Wire	1	16487		PUBLIC EMPLOYEES RETIREMENT ASSOC		No	No	No	06/14/2024	11,122.06
FFM	P2412T	88075		Wire	1	5305		DELTA DENTAL OF MINNESOTA		No	No	No	06/28/2024	4,091.48
FFM	P2412T	88076		Wire	1	8700		GRAVIE		No	No	No	06/28/2024	80,074.24
FFM	P2412G	87554	85164	Check	1	8851		BURNS, TAMI		Yes	No	Yes	06/05/2024	326.00
FFM	P2412G	87554	85164	Check	1	8851		BURNS, TAMI		Yes	No	Yes	06/12/2024	(326.00)

## 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	Pay/Void		Amount
											Void	Date	
FFM	P2412G	87550	85165	Check	1 17020	R2	MATHESON TRI-GAS INC		Yes	No	No	06/05/2024	2,011.42
FFM	P2412G	87553	85166	Check	1 8452	R1	MINNESOTA COMFORT SOLUTIONS	Ind/Sole Proprietor	Yes	No	No	06/05/2024	6,875.00
FFM	P2412G	87551	85167	Check	1 18980		SOUTH CENTRAL SERVICE COOP		Yes	No	No	06/05/2024	51.72
FFM	P2412G	87552	85168	Check	1 18980		SOUTH CENTRAL SERVICE COOP		Yes	No	No	06/05/2024	2,883.40
FFM	P2412G	87557	85169	Check	1 00520		ALPHA WIRELESS COMMUNICATIONS		Yes	No	No	06/06/2024	120.00
FFM	P2412G	87570	85170	Check	1 6365	R1	AVID CENTER		Yes	No	No	06/06/2024	999.00
FFM	P2412G	87575	85171	Check	1 7810		BEMMELS, ADAM		Yes	No	No	06/06/2024	40.00
FFM	P2412G	87578	85172	Check	1 8372		BERNDT, ZACH		Yes	No	No	06/06/2024	40.00
FFM	P2412G	87581	85173	Check	1 8692		CACKA, LORI		Yes	No	No	06/06/2024	115.00
FFM	P2412G	87585	85174	Check	1 8875		CAPPAUL, AMBER		Yes	No	No	06/06/2024	40.00
FFM	P2412G	87573	85175	Check	1 6740		CARLSON, BARB		Yes	No	No	06/06/2024	180.00
FFM	P2412G	87559	85176	Check	1 08112		CITY OF HENDERSON		Yes	No	No	06/06/2024	135.31
FFM	P2412G	87558	85177	Check	1 03582		COLE PAPERS INC		Yes	No	No	06/06/2024	401.22
FFM	P2412G	87572	85178	Check	1 6573	P1	EDUCATORS BENEFIT CONSULTANTS		Yes	No	No	06/06/2024	133.09
FFM	P2412G	87576	85179	Check	1 7974		FEENEY, DYLAN		Yes	No	No	06/06/2024	180.00
FFM	P2412G	87577	85180	Check	1 8113		FEENEY, ERIN		Yes	No	No	06/06/2024	80.00
FFM	P2412G	87588	85181	Check	1 8878		GREGERSEN, NATHAN		Yes	No	No	06/06/2024	140.00
FFM	P2412G	87569	85182	Check	1 6054	R1	HIRE IMAGE LLC		Yes	No	No	06/06/2024	125.00
FFM	P2412G	87566	85183	Check	1 3277	R2	INNOVATIVE OFFICE SOLUTIONS		Yes	No	No	06/06/2024	3.00
FFM	P2412G	87571	85184	Check	1 6538		JONES, CHASITY		Yes	No	No	06/06/2024	40.00
FFM	P2412G	87579	85185	Check	1 8524		JONES, NICK		Yes	No	No	06/06/2024	40.00
FFM	P2412G	87574	85186	Check	1 7631		LITFIN, NICK		Yes	No	No	06/06/2024	115.00
FFM	P2412G	87584	85187	Check	1 8874		MALLEY, DAVE		Yes	No	No	06/06/2024	115.00
FFM	P2412G	87561	85188	Check	1 12760		MASSP		Yes	No	No	06/06/2024	195.00
FFM	P2412G	87580	85189	Check	1 8661		MURRY, RICH		Yes	No	No	06/06/2024	230.00
FFM	P2412G	87563	85190	Check	1 13855		NAPA AUTO PARTS OF LE SUEUR		Yes	No	No	06/06/2024	20.28
FFM	P2412G	87562	85191	Check	1 1375		PERMA BOUND BOOKS		Yes	No	No	06/06/2024	2,210.00
FFM	P2412G	87583	85192	Check	1 8872		RETTMANN, PAUL		Yes	No	No	06/06/2024	115.00
FFM	P2412G	87568	85193	Check	1 5422	R1	RIVER BEND BUSINESS PRODUCTS		Yes	No	No	06/06/2024	93.13
FFM	P2412G	87587	85194	Check	1 8877		STUDER, CHRIS		Yes	No	No	06/06/2024	115.00
FFM	P2412G	87586	85195	Check	1 8876		STUDER, TOM		Yes	No	No	06/06/2024	115.00
FFM	P2412G	87564	85196	Check	1 29886		SULLIVAN, MARTY		Yes	No	No	06/06/2024	40.00
FFM	P2412G	87565	85197	Check	1 29891		SWANBERG, DAVE		Yes	No	No	06/06/2024	80.00
FFM	P2412G	87560	85198	Check	1 11020		TRUSTWORTHY HARDWARE OF LE SL		Yes	No	No	06/06/2024	195.15
FFM	P2412G	87582	85199	Check	1 8694		WHITE, ANTHONY		Yes	No	No	06/06/2024	230.00
FFM	P2412G	87567	85200	Check	1 5166		ZALLEK, MARK		Yes	No	No	06/06/2024	115.00
FFM	P2412G	87589	85201	Check	1 7940		WEBER, ZAC		Yes	No	No	06/11/2024	1,300.00
FFM	P2412G	87590	85202	Check	1 8851		BURNS, TAMI		Yes	No	No	06/12/2024	185.68
FFM	P2412G	87642	85203	Check	1 8879		BASS, KENT		Yes	No	No	06/13/2024	115.00

## 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	Pay/Void		Amount
											Void	Date	
FFM	P2412G	87639	85204	Check	1	8669	BIX PRODUCE CO		Yes	No	No	06/13/2024	467.85
FFM	P2412G	87618	85205	Check	1	1414	BRUNS, RICK		Yes	No	No	06/13/2024	80.00
FFM	P2412G	87630	85206	Check	1	6740	CARLSON, BARB		Yes	No	No	06/13/2024	160.00
FFM	P2412G	87614	85207	Check	1	03582	COLE PAPERS INC		Yes	No	No	06/13/2024	9,417.43
FFM	P2412G	87635	85208	Check	1	7974	FEENEY, DYLAN		Yes	No	No	06/13/2024	160.00
FFM	P2412G	87636	85209	Check	1	8502	G&K EVENT RENTALS		Yes	No	No	06/13/2024	142.50
FFM	P2412G	87641	85210	Check	1	8878	GREGERSEN, NATHAN		Yes	No	No	06/13/2024	160.00
FFM	P2412G	87633	85211	Check	1	7550	HUBER, DAVID		Yes	No	No	06/13/2024	80.00
FFM	P2412G	87622	85212	Check	1	2620	KOESTER, TROY		Yes	No	No	06/13/2024	230.00
FFM	P2412G	87615	85213	Check	1	10085	LANO EQUIPMENT OF NORWOOD		Yes	No	No	06/13/2024	218.14
FFM	P2412G	87634	85214	Check	1	7631	LITFIN, NICK		Yes	No	No	06/13/2024	230.00
FFM	P2412G	87625	85215	Check	1	5725	LITFIN, TIM		Yes	No	No	06/13/2024	230.00
FFM	P2412G	87628	85216	Check	1	6132	MASBERG, JOHN		Yes	No	No	06/13/2024	230.00
FFM	P2412G	87616	85217	Check	1	13826	MUSIC MART		Yes	No	No	06/13/2024	279.60
FFM	P2412G	87617	85218	Check	1	13855	NAPA AUTO PARTS OF LE SUEUR		Yes	No	No	06/13/2024	44.76
FFM	P2412G	87637	85219	Check	1	8523	O'NEILL, SEAN		Yes	No	No	06/13/2024	230.00
FFM	P2412G	87619	85220	Check	1	15420	PAAPE COMPANIES INC		Yes	No	No	06/13/2024	60.00
FFM	P2412G	87624	85221	Check	1	5259	PALMER BUS SERVICE		Yes	No	No	06/13/2024	4,507.02
FFM	P2412G	87638	85222	Check	1	8666	PRAIRIE FARMS		Yes	No	No	06/13/2024	242.63
FFM	P2412G	87631	85223	Check	1	6932	REINHARDT, ROD		Yes	No	No	06/13/2024	220.00
FFM	P2412G	87632	85224	Check	1	7536	SOUTHERN MINNESOTA INSPECTION		Yes	No	No	06/13/2024	2,617.70
FFM	P2412G	87620	85225	Check	1	17480	ST PETER GLASS		Yes	No	No	06/13/2024	300.00
FFM	P2412G	87623	85226	Check	1	29886	SULLIVAN, MARTY		Yes	No	No	06/13/2024	80.00
FFM	P2412G	87640	85227	Check	1	8671	SYSCO WESTERN MN		Yes	No	No	06/13/2024	2,900.82
FFM	P2412G	87621	85228	Check	1	20680	UNITED FARMERS COOPERATIVE		Yes	No	No	06/13/2024	407.56
FFM	P2412G	87626	85229	Check	1	5997	VERIZON WIRELESS		Yes	No	No	06/13/2024	461.30
FFM	P2412G	87627	85230	Check	1	5997	VERIZON WIRELESS		Yes	No	No	06/13/2024	600.15
FFM	P2412G	87629	85231	Check	1	6652	WILD THINGS ZOO ATTRACTIONS	Ind/Sole Proprietor	Yes	No	No	06/13/2024	300.00
FFM	P2412G	87643	85232	Check	1	13000	2A-DS REGION 2A, MSHSL	C Corporation	Yes	No	No	06/13/2024	885.00
FFM	P2412G	87644	85233	Check	1	13000	2A-DS REGION 2A, MSHSL	C Corporation	Yes	No	No	06/13/2024	1,235.00
FFM	P2412G	87645	85234	Check	1	13000	2A-DS REGION 2A, MSHSL	C Corporation	Yes	No	No	06/13/2024	1,980.00
FFM	P2412G	87646	85235	Check	1	13000	2A-DS REGION 2A, MSHSL	C Corporation	Yes	No	No	06/13/2024	4,910.00
FFM	P2412G	87647	85236	Check	1	13000	2A-DS REGION 2A, MSHSL	C Corporation	Yes	No	No	06/13/2024	2,560.00
FFM	P2412G	87648	85237	Check	1	13000	2A-DS REGION 2A, MSHSL	C Corporation	Yes	No	No	06/13/2024	2,905.00
FFM	P2411T	87592	85238	Check	1	5306	AMERITAS		Yes	No	No	06/13/2024	519.52
FFM	P2411T	87591	85239	Check	1	13147	MN TEAMSTERS NO 320		Yes	No	No	06/13/2024	600.00
FFM	P2411T	87613	85240	Check	1	18080	SCHOOL SERVICE EMPLOYEES		Yes	No	No	06/13/2024	613.12
FFM	P2412G	87651	85241	Check	1	3555	ST JOHN'S UNIVERSITY		Yes	No	No	06/24/2024	3,132.00
FFM	P2412B	87652	85242	Check	1	8881	NIELSEN BLACKTOPPING		Yes	No	No	06/25/2024	171,028.50

## 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	Pay/Void		Amount
											Void	Date	
FFM	P2412B	87659	85243	Check	1	8731	AXEL H. OHMAN, INC		Yes	No	No	06/25/2024	171,384.75
FFM	P2412B	87662	85244	Check	1	8746	BEN'S STRUCTURAL FABRICATION INC		Yes	No	No	06/25/2024	2,227.75
FFM	P2412B	87667	85245	Check	1	8848	BERWALD ROOFING & SHEET METAL C		Yes	No	No	06/25/2024	203,037.80
FFM	P2412B	87668	85246	Check	1	8849	BREDEMUS HARDWARE CO INC		Yes	No	No	06/25/2024	66,214.05
FFM	P2412B	87653	85247	Check	1	1518	CDW GOVERNMENT INC	R1	Yes	No	No	06/25/2024	161,862.05
FFM	P2412B	87670	85248	Check	1	8882	DZIEDZIC CAULKING		Yes	No	No	06/25/2024	8,075.00
FFM	P2412B	87664	85249	Check	1	8765	EBERT COMPANIES		Yes	No	No	06/25/2024	74,824.51
FFM	P2412B	87657	85250	Check	1	8711	FORD METRO INC		Yes	No	No	06/25/2024	32,680.00
FFM	P2412B	87656	85251	Check	1	8710	GAG SHEET METAL INC		Yes	No	No	06/25/2024	26,163.91
FFM	P2412B	87665	85252	Check	1	8766	GRAZZINI BROTHERS AND COMPANY		Yes	No	No	06/25/2024	125,875.00
FFM	P2412B	87663	85253	Check	1	8747	HARTY MECHANICAL INC		Yes	No	No	06/25/2024	838,850.00
FFM	P2412B	87669	85254	Check	1	8873	HIGH PERFORMANCE COATINGS		Yes	No	No	06/25/2024	49,640.69
FFM	P2412B	87671	85255	Check	1	8883	HORIZON EQUIPMENT		Yes	No	No	06/25/2024	8,404.00
FFM	P2412B	87655	85256	Check	1	8699	KRAUS-ANDERSON CONSTRUCTION C		Yes	No	No	06/25/2024	157,329.67
FFM	P2412B	87660	85257	Check	1	8733	LIFESAVER FIRE PROTECTION LLC		Yes	No	No	06/25/2024	57,921.42
FFM	P2412B	87661	85258	Check	1	8734	MINNESOTA CONTROL SYSTEMS INC		Yes	No	No	06/25/2024	45,195.63
FFM	P2412B	87658	85259	Check	1	8712	MUSKA ELECTRIC COMPANY		Yes	No	No	06/25/2024	153,425.00
FFM	P2412B	87654	85260	Check	1	4948	PIETSCH CONSTRUCTION INC		Yes	No	No	06/25/2024	207,310.71
FFM	P2412B	87666	85261	Check	1	8782	TOP LINE STEEL CORPORATION		Yes	No	No	06/25/2024	4,750.00
FFM	P2412G	87695	85263	Check	1	8688	AUGSBURG UNIVERSITY	R1	Yes	No	No	06/28/2024	90.00
FFM	P2412G	87693	85264	Check	1	8669	BIX PRODUCE CO		Yes	No	No	06/28/2024	239.01
FFM	P2412G	87684	85265	Check	1	4801	CENTERPOINT ENERGY	R1	Yes	No	No	06/28/2024	1,509.67
FFM	P2412G	87680	85266	Check	1	21090	CENTURYLINK		Yes	No	No	06/28/2024	70.00
FFM	P2412G	87674	85267	Check	1	10700	CITY OF LE SUEUR		Yes	No	No	06/28/2024	350.00
FFM	P2412G	87686	85268	Check	1	5256	CRAWFORD DOOR SALES		Yes	No	No	06/28/2024	705.00
FFM	P2412G	87685	85269	Check	1	5034	GILLETTE PEPSI	P1	Yes	No	No	06/28/2024	193.65
FFM	P2412G	87681	85270	Check	1	2797	HAMLIN UNIVERSITY		Yes	No	No	06/28/2024	215.00
FFM	P2412G	87673	85271	Check	1	09741	JOSTENS INC		Yes	No	No	06/28/2024	608.98
FFM	P2412G	87683	85272	Check	1	4501	K & R GRAPHICS		Yes	No	No	06/28/2024	1,078.00
FFM	P2412G	87689	85273	Check	1	7571	KENNEDY & GRAVEN, CHARTERED		Yes	No	No	06/28/2024	2,250.00
FFM	P2412G	87682	85274	Check	1	3287	KRANZ POWER EQUIPMENT		Yes	No	No	06/28/2024	1,741.77
FFM	P2412G	87677	85275	Check	1	1638	MINNEAPOLIS PUBLIC SCHOOLS	R1	Yes	No	No	06/28/2024	55.00
FFM	P2412G	87692	85276	Check	1	8666	PRAIRIE FARMS		Yes	No	No	06/28/2024	261.18
FFM	P2412G	87678	85277	Check	1	16545	QUILL LLC	R1	Yes	No	No	06/28/2024	166.98
FFM	P2412G	87687	85278	Check	1	5422	RIVER BEND BUSINESS PRODUCTS	R1	Yes	No	No	06/28/2024	796.40
FFM	P2412G	87679	85279	Check	1	18980	SOUTH CENTRAL SERVICE COOP		Yes	No	No	06/28/2024	2,105.28
FFM	P2412G	87688	85280	Check	1	7536	SOUTHERN MINNESOTA INSPECTION		Yes	No	No	06/28/2024	1,500.00
FFM	P2412G	87690	85281	Check	1	7639	SOUTHWEST METRO INTERMEDIATE		Yes	No	No	06/28/2024	14,546.53
FFM	P2412G	87691	85282	Check	1	7789	SUMMIT COMPANIES	P1	Yes	No	No	06/28/2024	2,645.00

## 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	P2412G	87694	85283	Check	1	8671	SYSCO WESTERN MN		Yes	No	No	06/28/2024		1,459.97
FFM	P2412G	87675	85284	Check	1	11020	TRUSTWORTHY HARDWARE OF LE SL		Yes	No	No	06/28/2024		212.34
FFM	P2412G	87676	85285	Check	1	1167	R1 WENGER CORPORATION		Yes	No	No	06/28/2024		803.92
FFM	P2412G	87729	85294	Check	1	4480	JONES SCHOOL SUPPLY		Yes	No	No	06/28/2024		88.80
FFM	P2412G	87728	85295	Check	1	2149	MIDWEST SPECIAL INSTRUMENTS		Yes	No	No	06/28/2024		45.00
FFM	P2412G	87727	85296	Check	1	19380	STATE SUPPLY COMPANY		Yes	No	No	06/28/2024		337.26
FFM	P2412G	87732	85297	Check	1	4063	R2 LSH AFTER PROM		Yes	No	No	06/28/2024		1,200.00
												Bank Total:	\$3,076,753.36	
MSDL	P2412M	88161		PC	1	11876	THE MASTER TEACHER		No	No	No	06/05/2024		1,097.25
MSDL	P2412M	88162		PC	1	14920	NORTHWEST GAS		No	No	No	06/05/2024		1,620.85
MSDL	P2412M	88163		PC	1	17559	SAM'S CLUB DIRECT		No	No	No	06/05/2024		180.06
MSDL	P2412M	88164		PC	1	21092	VALLEYFAIR		No	No	No	06/05/2024		5,460.00
MSDL	P2412M	88165		PC	1	21290	RADERMACHER'S		No	No	No	06/05/2024		3.75
MSDL	P2412M	88166		PC	1	2409	R1 J. W. PEPPER & SON INC.		No	No	No	06/05/2024		109.30
MSDL	P2412M	88167		PC	1	2819	AMAZON.COM		No	No	No	06/05/2024		2,102.82
MSDL	P2412M	88168		PC	1	3053	PIZZA RANCH INC.		No	No	No	06/05/2024		411.76
MSDL	P2412M	88169		PC	1	4480	JONES SCHOOL SUPPLY		No	No	No	06/05/2024		179.35
MSDL	P2412M	88170		PC	1	4990	P-CARD		No	No	No	06/05/2024		89.25
MSDL	P2412M	88171		PC	1	5767	THE BAR & GRILL		No	No	No	06/05/2024		91.12
MSDL	P2412M	88172		PC	1	5943	WALMART		No	No	No	06/05/2024		1,269.20
MSDL	P2412M	88173		PC	1	6150	VISTAPRINT.COM		No	No	No	06/05/2024		853.30
MSDL	P2412M	88174		PC	1	7273	KAPCO		No	No	No	06/05/2024		412.00
MSDL	P2412M	88175		PC	1	7785	P1 ULINE		No	No	No	06/05/2024		2,828.13
MSDL	P2412M	88176		PC	1	7821	ADOBE SYSTEMS INC		No	No	No	06/05/2024		244.93
MSDL	P2412M	88177		PC	1	8076	EBAY.COM		No	No	No	06/05/2024		654.05
MSDL	P2412M	88178		PC	1	8216	ZOOM VIDEO COMMUNICATIONS INC		No	No	No	06/05/2024		15.99
MSDL	P2412M	88179		PC	1	8417	ZORO		No	No	No	06/05/2024		3,921.20
MSDL	P2412M	88180		PC	1	8483	ALPHABRODER		No	No	No	06/05/2024		200.90
MSDL	P2412M	88181		PC	1	8709	NATIONAL FFA ORGANIZATION		No	No	No	06/05/2024		179.50
MSDL	P2412M	88182		PC	1	8727	COURAGE HEAVY EQUIPMENT CO		No	No	No	06/05/2024		610.00
												Bank Total:	\$22,534.71	
												Report Total:	\$3,103,433.19	



## Employment Recommendation Le Sueur - Henderson School District

**Position: Elementary Secretary**

**Recommended Candidate: Katie Westlie**

**Recommended by: Kern      Start/ Hire Date: 9/30/24**

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:

Hourly/ Salary Rate

NA

Yes

NA

NA

BA

NA

NA

NA

New Position

Existing Position

Replacing: Maria Aguilar

**Additional Information:**

- \$17.63 Base plus experience credit of \$2=\$19.63 per hour

**Approval of Principal:      Darren Kern      9/26/24**

Electronic Signature

Date

**Approval of Superintendent:**

Electronic Signature

Date

**Share with District Office (Alisha, Jim, Juanita) & Technology (Bruce) via Google Drive**



## Employment Recommendation Le Sueur - Henderson School District

Position: Kitchen

Recommended Candidate: Jill Franch

Recommended by: Becley Start/ Hire Date: 9/26

To be completed by an 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:

Hourly/ Salary Rate

\$14.00

New Position

Existing Position

Replacing: Taylor

**Additional Information:**

- PT - Thursdays & Fridays

Approval of Principal: Food Service Director - Rebecca Eades 9/23/24

Electronic Signature

Date

Approval of Superintendent:

Electronic Signature

Date

Share with District Office (Alisha, Jim, Juanita, Todd, Jennifer) & Technology (Bruce) via Google Drive





# Employment Recommendation

## Le Sueur - Henderson School District

**Position:** Night Custodian

**Recommended Candidate:** Carlena Oslon

**Recommended by:** Todd Vrklan **Date:** 9/27/2024

To be completed by administrator:

Candidate has current & appropriate certification (if applicable):

N/A

Reference checks completed:

Yes

Years of experience (Step Placement):

4

<input type="checkbox"/>
<input checked="" type="checkbox"/>

**NEW**

**EXISTING**

**REPLACING: Barb Johnson**

**Additional Information:**  
**Pending background check and Board Approval**

**Approval of administrator:** Todd Vrklan **9/27/2024**

Electronic Signature

Date

**Approval of Superintendent:**

Electronic Signature

Date



## Employment Recommendation Le Sueur - Henderson School District

**Position: Special Education Para**

**Recommended Candidate: Morgan Schwandt**

**Recommended by: Darren Kern**

**Start/ Hire Date: 10/7/24**

To be completed by administrator:

Candidate has current & appropriate certification:

NA

Reference checks completed:

YES

Years of experience granted:

NA

Step Placement:

NA

Highest degree currently held:

NA

Lane Placement:

NA

Credits beyond highest degree granted:

NA

Hourly/ Salary Rate

See note

<input type="checkbox"/>
<input checked="" type="checkbox"/>

New Position

Existing Position

Replacing: Julie Jones-transfer to MS/HS

**Additional Information:**

- Base +DCD+.25 experience=\$14.75 per hour

Approval of Principal: Darren Kern

10/4/24

Electronic Signature

Date

Approval of Superintendent:

Electronic Signature

Date

Share with District Office (Alisha, Jim, Juanita) & Technology (Bruce) via Google Drive

September 16, 2024

Dear Mr. Kern,

It has been a pleasure working here at LSH for the last 19 years.

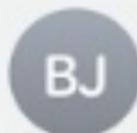
I appreciate the opportunity working with many great people, staff, families and their children!  
My colleagues will always be in my heart!

It's time for me to move on to other opportunities, please accept the letter of resignation. My last day will be September 27.

Thank you

Maria Aguilar

A handwritten signature in black ink, appearing to read "Maria Aguilar". The signature is written in a cursive style with a large, stylized initial "M" and a long, sweeping flourish that extends to the right.



Barb &gt;

Mon, Sep 9 at 9:02 AM

I need to use a sick day for my own mental health today. I will show up for the rest of my shifts. My last day will be September 23.

Ok

Wednesday 7:38 AM

Good morning, hey a friend of my family passed away on Sat, her celebration of life is this Friday, I would like the day off to go. Also, I'm able to start my new job on September 23rd. My last day will be Thursday September 19. I had forgotten that we were going to Wisconsin that weekend. Sorry to switch the days up!

Sept 19<sup>th</sup> 2024

Darren,

Thank you for everything with telespeech.

This is my 2 week notice.  
I will be done October 4<sup>th</sup> 2024.

Thank you!!

Vicki Brancamp

10/23/24

To Whom It May Concern,

Due to mental health reasons, I am writing to submit my resignation from LeSueur-Henderson Public Schools effective end of day October 10th, 2024. This was not a decision I made lightly and I am thankful for my time here and appreciate all that the staff and admin has done to help me grow as an educator.

Thank you,  
Courtney Martin

---

Thomas Whritenour  
412 Coventry Rd  
Le Sueur, MN 56058

Thomasbaseball99@gmail.com  
612-251-0114  
10/4/2024

Darren Kern  
Park Elementary, Le Sueur-Henderson Public Schools  
115 N 5th St, Le Sueur, MN 56058

Dear Principal Kern,

I am writing to formally announce my resignation from my position as a special education paraprofessional at Park Elementary, effective October 18<sup>th</sup>, 2024.

This decision was not easy to make, as I have truly enjoyed working with our students and supporting their educational journeys. I am grateful for the opportunities I've had to learn and grow in this role, and I appreciate the support I've received from you and my colleagues.

I am committed to ensuring a smooth transition and will do everything I can to assist during this period. Please let me know how I can help facilitate the process.

Thank you again for the valuable experiences I've had at Park Elementary. I wish you and the entire faculty success and a smooth transition to the new facility.

Sincerely,

Thomas D. Whritenour

A handwritten signature in cursive script that reads "Thomas D. Whritenour". The signature is written in black ink and is positioned below the typed name.

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

MSBA/MASA Model Policy 610

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

Orig. 1995

Rev. 2012

## **610 FIELD TRIPS**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests.

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

The general expectation of the school board is that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Student trips will be categorized within three general areas:

#### **A. Instructional Trips**

Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal and shall be financed by school district funds within the constraints of the school building budget. Fees may not be assessed against students to defray direct costs of instructional trips. (~~Minnesota Statutes section Minn. Stat. § 123B.37, Prohibited Fees~~)

#### **B. Supplementary Trips**

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day. Examples of trips in this category involve student activities, clubs, and other special interest groups. These trips are subject to review and approval of the activities director and/or the building principal. Financial contributions by students may be requested. (~~Minn. Stat. § Minnesota Statutes section 123B.36, Authorized Fees~~)

#### **C. Extended Trips**

1. Trips that involve one or more overnight stops fall into this category. Extended trips may be instructional or supplementary and must be requested well in advance of the planned activity. An ~~extended~~ trip request form must be completed and approved at each level: student, principal, superintendent, and school board. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g., tournament competition).

2. The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.

### III. REGULATIONS

- A. Rules of conduct and discipline for students and employees shall apply to all student trip activity.
- B. The school administration shall be responsible for providing more detailed procedures, including parental involvement, supervision, and such other factors deemed important and in the best interest of students.
- C. Transportation shall be furnished through a commercial carrier or school-owned vehicle. ~~In the event a private vehicle is approved for use, a certificate of insurance must be on file in the school district office and such use must be approved in accordance with Policy 710, Extracurricular Transportation.~~
- D. An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior, written approval from administration.
- E. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.
  1. If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.
  2. An employee must obtain preapproval by administration of student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If preapproval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and circumstances for use of a personal vehicle shall be documented by administration.

### IV. SCHOOL BOARD REVIEW

The superintendent shall at least annually report to the school board upon the utilization of trips under this policy.

**Legal References:** Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123B.37 (Prohibited Fees)  
Minn. Stat. § 123B.49 ~~–(Cocurricular and~~ Extracurricular Activities;

Insurance)

[Minn. Stat. § 169.011, Subd. 71\(a\) \(Definitions\) of a School Bus](#)

[Minn. Stat. § 169.454, Subd. 13 \(Type III Vehicle Standards – Exemption\)](#)

*Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721*, 327 F.3d 675 (8<sup>th</sup> Cir. 2003)

*Lee v. Pine Bluff Sch. Dist.*, 472 F.3d 1026 (8<sup>th</sup> Cir. 2007)

**Cross References:**

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 423 (Employee – Student Relationships)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA –Model Policy 707 (Transportation of Public School Students)

MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

MSBA/MASA Model Policy 710 (Extracurricular Transportation)

# LE SUEUR - HENDERSON SCHOOL DISTRICT



## Paraprofessional Handbook 2024-25

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Welcome to the Le Sueur - Henderson School District! You have been hired to assist students with special education needs to meet their educational goals. This manual is one way to share some general information intended to support you in your day-to-day work with students and staff. Please take some time to familiarize yourself with the information on the following pages. If after reading this material you have any questions, comments, or concerns about your role as a paraprofessional, please contact your immediate supervisor or the principal of your building.

## **WHO ARE PARAPROFESSIONALS?**

A variety of job titles are used throughout the country to refer to personnel who function in the role of a “paraprofessional”. Titles in other districts include: teaching assistant, paraeducator, instructional assistant, teacher’s assistant, individualized learning assistant, pupil support assistant, and many more. In this handbook, we are using the term “paraprofessional” to refer to school employees whose position is: either instructional in nature, or who delivers other direct or indirect services to students and/or parents; and who work under the supervision of a teacher or other professional staff member who is responsible for the overall conduct of the class, the design and implementation of individualized educational programs, and the assessment of the effect of the programs on the students progress.”

## **GETTING TO KNOW AN INDIVIDUAL STUDENT**

Throughout the school year you will learn many things about all of the students in the classrooms in which you work. Given the nature of your job, there are specific student(s) with whom you will work more closely and for whom you will need more information. This section identifies ways that you can become familiar with the interests, unique characteristics, abilities and needs of the individual student(s) that you support.

## **WHAT IS AN INDIVIDUALIZED EDUCATION PLAN?**

All students receiving special education services have an individualized education plan (IEP). Among other information, the IEP contains a list of the student’s learning priorities for the school year. These are stated as annual goals and short term objectives. The IEP is developed each year by the student’s educational team which consists of personnel from school, the student’s parents or guardians, and may include the student with a disability and his/her friends. Increasingly, paraprofessionals are being asked to assist in the development of IEPs as well. When you are providing support to a student with a disability who has an IEP, it is important that you have a working knowledge of what the individual student(s) learning priorities are and how you will support the student in moving closer to achieving those learning priorities. Thus, it may be helpful for you to take some time to review the IEP with the assistance of the special educator or ask one of the members of the student’s IEP team to summarize the IEP in writing

or in person for you. (Note: Information on an IEP is confidential and can be communicated only with members of the student's IEP team. Do not share this information with other individuals.)

## **WORKING WITH STUDENTS**

Become aware of the specific needs of the students you are assigned to work with. Understanding program goals helps eliminate confusion and provides a better understanding of what the expectations are for the student. The most effective way to do this is review the IEP's and BIP's of the students you work with. It is important to know specifically what the student's limitations are. At the same time, however, it is equally important for our students to be as independent as they can possibly be. Hovering over them and doing too much for them can hinder their progress toward independence. You are always encouraged to give verbal praise to children or high fives for good work. Do be very careful in regard to age appropriate hugging and touching. Words like, honey, baby, sweetheart should not be used when you are talking with your student. Grabbing student's arms or hands or any physical reprimanding should never occur. Also, never verbally berate a child or call them negative names. If in doubt, ask your teacher.

## **STUDENT'S SCHEDULE**

Throughout the school year you will learn many things about all of the students in the classrooms in which you work. Given the nature of your job, there are specific student(s) with whom you will work more closely and for whom you will need more information. This section identifies ways that you can become familiar with the interests, unique characteristics, abilities and needs of the individual student(s) that you support.

It will also be helpful if you familiarize yourself with the activities, times and schedule of the school such as the bus and lunch schedules, and the other routines of the building. Your first few days will be smoother if you know the layout of the building and the rules for cafeteria, hallway, and playground use.

## **MAINTAINING CONFIDENTIALITY**

Maintaining Confidentiality is an important aspect of your job as a paraprofessional. Through your work you will learn information about students and families. Such information is personal and private and must not be shared beyond the family or team. Not only is it potentially disrespectful to do so, it is illegal. Beyond students with disabilities, the privacy rights of all students and families who are associated with your school must be regarded. Following are suggested guidelines for maintaining confidentiality:

- Never discuss information about a student in a public place (e.g., faculty lounge, hallway, grocery store).
- Never discuss information about one student with the parents of another student.
- Never discuss information about one student with another student.
- Never discuss information about a student with school personnel who are not considered a member of that student's service providing team.
- If you need to access a student's records or other personal information, go through the proper channels as developed by your school.
- Do not create your own personal files on a student or family.
- Review the confidentiality policies of your specific school with your immediate supervisor. If you have questions regarding the policies and procedures of your school regarding confidentiality, speak to your supervisor immediately.

### **MANDATORY REPORTING**

All public school employees have a responsibility to be mandatory reporters under the Abused and Neglected Child Reporting Act. Bring any concerns or questions you may have to your supervisor, principal, or social workers immediately.

### **PROFESSIONAL ATTITUDE**

Perception of your attitude is often developed from verbal and nonverbal cues. The success of the paraprofessional is often tied into others' perception of attitude. A positive attitude can be conveyed in many ways. When working with students, having a sense of humor, praising their positive efforts, and using positive statements show students that you care about them and that you enjoy what you are doing. Be willing to take initiative. Show responsibility by looking ahead at what needs to be done and forcing the teacher to always plan tasks for you. Become eager to assist the teacher, don't sit back and watch. Listen to directions and follow them. If unclear what is being requested, ask questions! Never resort to your own methods unless discussed with the teacher first. Work only on teaching concepts the teacher has set for the student. If unclear, ask questions! Never show disapproval in a task assigned to you in front of the students. Go ahead and perform the task or teaching concept, then discuss it with the teacher after school. All employees convey an image of the school district to other professionals, parents, and to the community as a whole. We want this to be a favorable image. The paraprofessional is as much a part of creating this image as the other staff members. Therefore, your actions, speech, and dress should be appropriate and professional at all times. Show your support for the exceptional education program as well as your supervising teacher verbally, enthusiastically, and actively. Involve yourself in school events whenever possible.

## **ATTENDANCE**

Attendance and punctuality convey how seriously you take your job. You are a professional. Your supervising teacher and the students you work with count on your being at work and on time every day.

## **PAYDAY**

Paydays are the 15th and 30th of the month or on the preceding work day if those should fall on a weekend or holiday. Contract dollar amount is divided by number of paychecks (20 or 24) and paid in equal amounts

## **ABSENCE**

Le Sueur - Henderson staff access our automated substitute calling system, referred to as Frontline. You will be given a username and password to report your absences. Pre-approval must be given by Special Services for personal leave requests. Please follow the instructions to ensure your position will be covered while you are absent. Pay particular attention to the process for last minute emergency absences.

## **SCHOOL CALENDAR**

The paraprofessional calendar will follow the Le Sueur - Henderson student calendar. Your days of work will be the days that students attend school. Changes may be made to your calendar based on need, which will be coordinated by the building administrators. Refer to your contract under work year/day for more information.

## **HOURS OF WORK**

Hours depend on an individual's assignment and the number of hours for which you have specifically been hired. Your duty hours will be set by your supervising teacher and/or building administrator.

## **SUPERVISORS**

The special education teacher/case manager that you work with is your supervising teacher. This teacher will be a primary source of information for you and will be responsible for completing your performance evaluation. If issues arise that require administration, please see your building Principal.

## **PROFESSIONAL INTERACTIONS WITH STUDENTS**

You may develop a close relationship with the student(s) you support on a daily basis. Thus, it is important that you consider what interactions are the most respectful to the student(s) and those

around him or her. Your body language, tone of voice, facial expression, choice of words, and age-appropriate language all need to be considered when communicating with the student(s). Professional boundaries are to be maintained with student(s) at all times.

## **CELL PHONES**

As paraprofessionals, it is important to remain focused on supporting our students and maintaining a safe, productive environment. Therefore, personal cell phone use during work hours should be limited to breaks or emergency situations only. While on duty, paraprofessionals should ensure their attention is fully directed toward assisting students and collaborating with teachers. This helps create a professional atmosphere and models appropriate behavior for students.

## **CURRENT TERMS IN EDUCATION**

*ASSISTIVE TECHNOLOGY DEVICE:* Any item, piece of equipment, or product system that is used to increase, maintain, or improve the functional capabilities of children with disabilities. Frequently such devices aid communication and mobility.

*ATTENTION DEFICIT WITH HYPERACTIVITY DISORDER (ADHD):* Similar to ADD, ADHD is also a medical diagnosis. Some children diagnosed with ADHD may demonstrate difficulty with their educational program. In addition to those listed for ADD, students with ADHD typically exhibit some of the following behaviors/characteristics:

- high activity level
- impulsive and lacks self-control
- demonstrates difficulty with transitions
- maybe socially immature

*AUGMENTATIVE COMMUNICATION:* A system/mechanism by which a student who does not use spoken words to communicate, can establish effective means of communication. This could include pictograms, sign language gestures, or mechanical devices.

*AUTISM:* Autism is a neurological disorder that interferes with the development of reasoning, social interaction, and communication. The type and extent of learning and social challenges experienced by children with autism vary greatly.

*CASE MANAGER:* The individual who coordinates the services for a student with an IEP. This person monitors student progress, coordinates the team, and completes necessary paperwork.

*COLLABORATION:* A style of direct interaction between at least two people. Usually, the people voluntarily engage in shared decision-making as they work toward a common goal. It is common for general and special educators to collaborate in designing and implementing instruction.

*COMMUNICATION DISORDER*: An identified need for students who have articulation, voice, fluency, and/or other language impairments.

*DEAF/HARD OF HEARING (D/HH)*: Services for children who have significant hearing loss.

*DEVELOPMENTAL ADAPTIVE PHYSICAL EDUCATION (DAPE)*: A supplemental physical education program for students with small and large motor needs.

*DEVELOPMENTAL COGNITIVE DELAY (DCD)*: Categories for students who have special needs in the intellectual area.

*EARLY CHILDHOOD SPECIAL EDUCATION (ECSE)*: Early intervention services provided for children ages 0-7. These services may be provided in a variety of settings including community preschools, Head Start, childcare settings, homes, or center-based programs in school buildings.

*EMOTIONAL BEHAVIOR DISORDER (EBD)*: A student with EBD may exhibit some of the following characteristics over a period of time and to a marked degree:

- difficulty learning that cannot be explained by other factors
- difficulty with building or maintaining interpersonal relationships
- inappropriate behaviors
- unhappiness or depression
- physical symptoms or fears related to personal or school problems

*ENGLISH AS A SECOND LANGUAGE/ENGLISH LANGUAGE LEARNER (ESL/ELL)*: Students whose primary language is not English may qualify to receive services by a teacher who specializes in assisting students with their acquisition of English and other skills to prepare them for school.

*EVALUATION REPORT (ER)*: This is a required document for the person assessed. Results of any or all assessments shall be summarized in a report. The summary report shall include the results and interpretation of the assessment, the person's present level of performance in the areas assessed, and the team's judgments regarding eligibility for services.

*GRADUATION STANDARDS*: Minnesota rule ensuring competency in basic standards of math, reading, and writing. (This competency test is taken in 8th grade). Profiles of learning are educational standards embedded into curriculum in a broader area of competencies.

*INDIVIDUAL EDUCATION PLAN (IEP)*: A written document for a student with an identified disability that provides a statement of: the student's present level of educational performance; annual goals and short-term objectives; special education and related services. Each student identified as having special needs will have an IEP.

*INDIVIDUAL INTERAGENCY INTERVENTION PLAN (IIIP)*: Same as above document but also incorporates plans from other agencies involved.

*INDIVIDUAL EDUCATIONAL PROGRAM MEETING (IEP MEETING)*: A meeting with education professionals, parents, students, and other appropriate persons for the purpose of determining eligibility for special education, developing recommendations for special education services, reviewing educational progress, or considering the continuation or termination of special education for a student.

*LEARNING DISABILITY (LD)*: Students who have a learning disability have a discrepancy between their achievements. Students with a learning disability may have difficulty generating or receiving information that interferes with some aspect of their learning in either academic, memory, or processing.

*LEAST RESTRICTIVE ENVIRONMENT (LRE)*: This term appears in the language of the Individuals with Disabilities Act (IDEA). It applies to the placement of students eligible for special education services in the educational environment which least restricts their interactions with students who do not receive special education services. For most students, this would be an age-appropriate general education classroom in the school he/she would attend if they do not have a disability.

*OCCUPATIONAL THERAPIST (OT)*: These school personnel provides consultation services that assist students with developing self-help, fine motor, and perceptual skills.

*OTHER HEALTH IMPAIRED (OHI)*: Other health impaired means a broad range of medically diagnosed chronic or acute health conditions that may adversely affect academic functioning and result in the need for special education instruction and related services.

*PHYSICAL THERAPIST (PT)*: Physical therapists provide consultative services for students who have difficulty with their physical strength or endurance. Some of the services that physical therapists provide include: developing exercise routines, assisting with stretching and muscle tone, and improving the mobility of students.

*PHYSICALLY IMPAIRED (PI)*: Physically impaired means a medically diagnosed chronic, physical impairment, either congenital or acquired, that may adversely affect physical or academic functioning and result in the need for special education and related services.

*PRESENT LEVELS OF EDUCATIONAL/FUNCTIONAL PERFORMANCE (PLEFP)*: The descriptions of current functioning levels including in the areas of academic, motor, vocational, social/emotional, functional, and speech/language and communication. Present levels of educational performance are specified for each student in his or her IEP.

*RELATED SERVICES*: Many different professionals work with students who have disabilities, providing services that are related to the instruction that they receive by classroom teachers.

School psychologists, therapists, school social workers, and counselors all provide related services to students with disabilities.

*REFERRAL:* A formal procedure, established by the local school district, by which a case study evaluation may be requested. It is not unusual for classroom teachers or parents to request a referral be made to determine if special education services would be appropriate. Students cannot be evaluated without authorized consent from their parent(s) or guardian.

*SPEECH-LANGUAGE PATHOLOGIST:* A certified person who specializes in teaching students who possess articulation, voice, fluency, and/or language impairments.

*TITLE I:* Supplementary reading and math instruction available to all students.

*TRAUMATIC BRAIN INJURY (TBI):* A traumatic brain injury is an acquired injury to the brain resulting in total or partial functional disability or psychosocial impairment, or both, that may adversely affect a child's educational performance and result in the need for special education and related services.

*VISUALLY IMPAIRED (VI):* Visually impaired means a medically verified visual impairment accompanied by limitations in sight that interfere with acquiring information or interaction with the environment to the extent that special education instruction and related services may be needed.

## **OTHER DUTIES AS ASSIGNED**

*RECESS DUTY:* Consists of supervising students on the playground. The expectations of recess duty are:

- Actively walking around the playground.
- Every supervisor is to wear an orange/neon vest
- Be on the playground at the assigned time
- Standing and talking with the other supervisor or sitting on the bench/sidewalk is not allowed.
- Phone use is NOT allowed unless you are calling into the office
- No screaming at students. Walk up to students to get their attention
- Contact the office if you are sending a student inside
- Supervisors are in charge of blowing the whistle and lining up students to come inside the school
- Students should line up according to their teacher/class and stand in line without pushing or shoving
- Students should pick up and put away any balls/equipment that they have taken out to use

## RECESS RULES AND EXPECTATIONS

- **No tackle football**
- **No gaga ball**
- **No throwing rocks/wood chips**
- **No arguing**
- **No climbing up the slides**
- **No jumping off equipment**
- **No holding on and swinging the tire swing**
- **No going by the fence and trees**
- **No pushing/shoving**
- **Students listen for the whistle**

*BREAKFAST/LUNCH SUPERVISION:* Consists of helping students with getting breakfast and/or lunch and keeping them on task and on time. This includes eating their food and then bussing their trays to get back to class on time.

## **FREQUENTLY ASKED QUESTIONS**

- Where do I park?

*There is a staff parking lot for all school staff to use. Please be sure to park in designated staff parking spots only.*

- Where do I put my coat, purse, lunch, etc?

*You will be assigned a locker to store your personal belongings. There is a refrigerator located in the staff lounge for keeping any items cold.*

- Do I have a mail-box?

*Yes. Staff mailboxes are located in the copy room.*

- When do I take breaks?

*Paraprofessionals have one 15-minute break built into your schedule and one 30-minute lunch break. These times will be indicated on your schedule given to you by your supervisor.*

- When and where do I eat lunch?

*Your 30 min lunch will be scheduled into your day. There is a staff lounge available for you to eat in.*

**522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS**

**I. GENERAL STATEMENT OF POLICY**

- A. The school district does not discriminate on the basis of sex, including discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, in any education program or activity that it operates, including in admission and employment. The school district does not discriminate in such a manner in its implementing regulations. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.
- B. Except as provided elsewhere under Title IX or its regulations, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the school district.
- C. The school district prohibits sex-based discrimination or sexual harassment that occurs within its education programs and activities. The school district shall promptly respond in a manner that is prompt and effective.
- D. Except as provided therein, Title IX and its regulations apply to all sex discrimination occurring under a school district's education program or activity in the United States. For the purpose of this paragraph, conduct that occurs under the school district's education program or activity includes but is not limited to conduct that is subject to the school district's disciplinary authority. The school district has an obligation to address a sex-based hostile environment under its education program or activity, even when some conduct alleged to be contributing to the hostile environment occurred outside the school district's education program or activity or outside the United States.
- E. The school district has adopted, published, and implemented grievance procedures consistent with the requirements of 34 Code of Federal Regulations, section 106.45, and if applicable section 106.46, that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in the school district's education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or its regulations.
- F. The school district's obligation to comply with Title IX and its regulations is not obviated or alleviated by the Federal Educational Rights and Privacy Act (FERPA), 20 United States Code, section 1232g, or its implementing regulations, 34 Code of Federal Regulations, part 99, or any state law or local law. The obligation to comply is not obviated or alleviated by any rule or regulation of any organization, club, athletic or other league, or association which would render any applicant or student ineligible to participate or limit the eligibility or participation of any applicant or student, on the basis of sex, in any education program or activity operated by the school district and which receives Federal financial assistance.
- G. The school district has an obligation to address a sex-based hostile environment under its education program or activity, even when some conduct alleged to be

contributing to the hostile environment occurred outside the school district's education program or activity or outside the United States.

- H. Nothing in Title IX or its regulations may be read in derogation of any legal right of a parent, guardian, or other authorized legal representative to act on behalf of a complainant, respondent, or other person, subject to Paragraph F of this section, including but not limited to making a complaint through the school district's grievance procedures for complaints of sex discrimination.
- I. In the limited circumstances in which Title IX or its regulations permits different treatment or separation on the basis of sex, the school district must not carry out such different treatment or separation in a manner that discriminates on the basis of sex by subjecting a person to more than de minimis harm, except as permitted by 20 United States Code, section 1681(a)(1) through (9) and the corresponding regulations sections 106.12 through 106.15, 20 United States Code, section 1686 and its corresponding regulation section 106.32(b)(1), or section 106.41(b). Adopting a policy or engaging in a practice that prevents a person from participating in an education program or activity consistent with the person's gender identity subjects a person to more than de minimis harm on the basis of sex.
- J. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinator(s) is/are:

**Katie Maier, Assistant Principal & Curriculum Coordinator  
901 E Ferry Street  
Le Sueur, MN 56058**

Inquiries about Title IX and its regulations may be referred to the Title IX Coordinator(s), the United States Department of Education's Office for Civil Rights, or both.

- K. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to **[https://docs.google.com/forms/d/e/1FAIpQLSc7iKs2xsxYi\\_DJnANxLKjrlqttHAgypi3must\\_vNeUdCGv2Q/viewform](https://docs.google.com/forms/d/e/1FAIpQLSc7iKs2xsxYi_DJnANxLKjrlqttHAgypi3must_vNeUdCGv2Q/viewform)**
- L. The effective date of this policy is August 1, 2024, and applies to alleged violations of this policy occurring on or after August 1, 2024.

## **II. DEFINITIONS**

- A. "Admission" means selection for part-time, full-time, special, associate, transfer, exchange or any other enrollment, membership, or matriculation in or at an education program or activity operated by the school district.
- B. "Complainant" means
  - 1. a student or employee of the school district who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations; or
  - 2. a person other than a student or employee of the school district who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX and who was participating or attempting to participate in a school district education program or activity at the time of the alleged sex discrimination.
- C. "Complaint" means an oral or written request to the school district that objectively

can be understood as a request for the school district to investigate and make a determination about alleged discrimination under Title IX or its regulations.

1. A person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint consistent with the requirements of 34 Code of Federal Regulations, section 106.44(f)(1)(v).
2. The following individuals have a right to make a complaint of sex discrimination, including complaints of sex-based harassment, requesting that the school district investigate and make a determination about alleged discrimination under Title IX:
  - a. a complainant;
  - b. a parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
  - c. the school district's Title IX Coordinator.

**[NOTE: When a Title IX Coordinator is notified of conduct that reasonably may constitute sex discrimination under Title IX (and in the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process), the Title IX Coordinator must determine whether to initiate a complaint of sex discrimination as required under Title IX. The requirements for such a fact-specific determination are set forth in 34 Code of Federal Regulations, section 106.44(f)(1)(v).]**

3. With respect to complaints of sex discrimination other than sex-based harassment, in addition to the persons listed above, the following persons have a right to make a complaint:
  - a. any school district student or employee; or
  - b. any person other than a school district student or employee who was participating or attempting to participate in a school district education program or activity at the time of the alleged sex discrimination.

D. "Confidential employee" means

1. A school district employee whose communications are privileged or confidential under Federal or Minnesota law. The employee's confidential status, for purposes of this part, is only with respect to information received while the employee is functioning within the scope of their duties to which privilege or confidentiality applies; or
2. A school district employee whom the school district has designated as confidential under this part for the purpose of providing services to persons related to sex discrimination. If the employee also has a duty not associated with providing those services, the employee's confidential status is only with respect to information received about sex discrimination in connection with providing those services.

E. "Day" or "days" means, unless expressly stated otherwise, business days (i.e. day(s) that the school district office is open for normal operating hours, Monday - Friday,

excluding State-recognized holidays).

- F. "Disciplinary sanctions" means consequences imposed on a respondent following a determination under Title IX that the respondent violated the school district's prohibition on sex discrimination.
- G. "Parental status" as used in Title IX and its regulations means the status of a person who, with respect to another person who is under the age of 18 or who is 18 or older but is incapable of self-care because of a physical or mental disability, is:
  - 1. A biological parent;
  - 2. An adoptive parent;
  - 3. A foster parent;
  - 4. A stepparent;
  - 5. A legal custodian or guardian;
  - 6. In loco parentis with respect to such a person; or
  - 7. Actively seeking legal custody, guardianship, visitation, or adoption of such a person.
- H. "Party" means a complainant or respondent.
- I. "Peer retaliation" means retaliation by a student against another student.
- J. "Pregnancy or related conditions" means:
  - 1. Pregnancy, childbirth, termination of pregnancy, or lactation;
  - 2. Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or
  - 3. Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.
- K. "Program or activity" and "program" means all of the operations of a local education agency as defined in 20 United States Code, section 8801, a special purpose district, a system of vocational education, or other school system.
- L. "Relevant" means related to the allegations of sex discrimination under investigation as part of the grievance procedures under Title IX and 34 Code of Federal Regulations, section 106.44. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.
- M. "Remedies" means measures provided, as appropriate, to a complainant or any other person the school district identifies as having had their equal access to the school district's education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the school district's education program or activity after a school district determines that sex discrimination occurred.
- N. "Respondent" means a person who is alleged to have violated the school district's prohibition on sex discrimination.

- O. "Retaliation" means intimidation, threats, coercion, or discrimination against any person by the school district, a student, or an employee or other person authorized by the school district to provide aid, benefit, or service under the school district's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.
- P. "Sex-based harassment" prohibited by Title IX and its regulations is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:
1. *Quid pro quo harassment.*  
An employee, agent, or other person authorized by the school district to provide an aid, benefit, or service under the school district's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;
  2. *Hostile environment harassment.*  
Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the school district's education program or activity (*i.e.*, creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
    - a. The degree to which the conduct affected the complainant's ability to access the school district's education program or activity;
    - b. The type, frequency, and duration of the conduct;
    - c. The parties' ages, roles within the school district's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
    - d. The location of the conduct and the context in which the conduct occurred; and
    - e. Other sex-based harassment in the school district's education program or activity; or
  3. *Specific offenses.*
    - a. Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
    - b. Dating violence meaning violence committed by a person:
      - i. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
      - ii. Where the existence of such a relationship shall be determined based on a consideration of the following factors:

- (a) The length of the relationship;
  - (b) The type of relationship; and
  - (c) The frequency of interaction between the persons involved in the relationship;
- c. Domestic violence meaning felony or misdemeanor crimes committed by a person who:
  - i. is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the state of Minnesota, or a person similarly situated to a spouse of the victim;
  - ii. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
  - iii. shares a child in common with the victim; or
  - iv. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or
- d. Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
  - i. Fear for the person’s safety or the safety of others; or
  - ii. Suffer substantial emotional distress.
- Q. “Student” means a person who has gained admission.
- R. “Student with a disability” means a student who is an individual with a disability as defined in the Rehabilitation Act of 1973, as amended, or a child with a disability as defined in the Individuals with Disabilities Education Act.
- S. “Supportive measures” means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to:
  - 1. Restore or preserve that party’s access to the school district’s education program or activity, including measures that are designed to protect the safety of the parties or the school district’s educational environment; or
  - 2. Provide support during the school district’s grievance procedures or during the informal resolution process.

The school district will offer and coordinate supportive measures as appropriate for the complainant and/or respondent to restore or preserve that person’s access to the school district’s education program or activity or provide support during the school district’s Title IX grievance procedures or during the informal resolution process.
- T. “Title IX” means Title IX of the Education Amendments of 1972, as amended.

**III. DESIGNATION OF TITLE IX COORDINATOR AND DESIGNEES**

- A. The school district must designate and authorize at least one employee, referred to as a Title IX Coordinator, to coordinate its efforts to comply with its obligations under Title IX and its regulations. If a school district has more than one Title IX Coordinator, it must designate one of its Title IX Coordinators to retain ultimate oversight over the responsibilities and ensure the school district's consistent compliance with its responsibilities under Title IX and its regulations.
- B. As appropriate, the school district may delegate, or permit a Title IX Coordinator to delegate, specific duties to one or more designees.

**IV. PARENTAL, FAMILY, OR MARITAL STATUS; PREGNANCY OR RELATED CONDITIONS**

A. Status Generally

The school district must not adopt or implement any policy, practice, or procedure concerning a student's current, potential, or past parental, family, or marital status that treats students differently on the basis of sex.

B. Pregnancy or Related Conditions

1. Nondiscrimination

The school district must not discriminate in its education program or activity against any student based on the student's current, potential, or past pregnancy or related conditions. The school district does not engage in prohibited discrimination when it allows a student, based on pregnancy or related conditions, to voluntarily participate in a separate portion of its education program or activity provided the school district ensures that the separate portion is comparable to that offered to students who are not pregnant and do not have related conditions.

2. Responsibility to Provide Title IX Coordinator Contact and Other Information

The school district must ensure that when a student, or a person who has a legal right to act on behalf of the student, informs any employee of the student's pregnancy or related conditions, unless the employee reasonably believes that the Title IX Coordinator has been notified, the employee promptly provides that person with the Title IX Coordinator's contact information and informs that person that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the school district's education program or activity.

3. Specific Actions to Prevent Discrimination and Ensure Equal Access

The school district must take specific actions below to promptly and effectively prevent sex discrimination and ensure equal access to the school district's education program or activity once the student, or a person who has a legal right to act on behalf of the student, notifies the Title IX Coordinator of the student's pregnancy or related conditions. The Title IX Coordinator must coordinate these actions.

a. Responsibility to provide information about school district obligations.

The school district must inform the student, and if applicable, the person who notified the Title IX Coordinator of the student's pregnancy or related conditions and has a legal right to act on behalf of the student, of the school district's obligations under 34 Code of Federal Regulations, section 106.31, paragraphs (b)(1) through (5) and section 106.44(j) and provide the school district's notice of

nondiscrimination under section 106.8(c)(1)

b. Reasonable modifications

- i. The school district must make reasonable modifications to the school district's policies, practices, or procedures as necessary to prevent sex discrimination and ensure equal access to the school district's education program or activity. Each reasonable modification must be based on the student's individualized needs. In determining what modifications are required under this paragraph, the school district must consult with the student. A modification that a school district can demonstrate would fundamentally alter the nature of its education program or activity is not a reasonable modification.
- ii. The student has discretion to accept or decline each reasonable modification offered by the school district. If a student accepts the school district's offered reasonable modification, the school district must implement it.
- iii. Reasonable modifications may include, but are not limited to, breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom; intermittent absences to attend medical appointments; access to online or homebound education; changes in schedule or course sequence; extensions of time for coursework and rescheduling of tests and examinations; allowing a student to sit or stand, or carry or keep water nearby; counseling; changes in physical space or supplies (for example, access to a larger desk or a footrest); elevator access; or other changes to policies, practices, or procedures.

c. Voluntary access to separate and comparable portion of program or activity

The school district must allow the student to voluntarily access any separate and comparable portion of the school district's education program or activity under Paragraph A. above.

d. Voluntary leaves of absence

The school district must allow the student to voluntarily take a leave of absence from the school district's education program or activity to cover, at minimum, the period of time deemed medically necessary by the student's licensed healthcare provider. To the extent that a student qualifies for leave under a leave policy maintained by the school district that allows a greater period of time than the medically necessary period, the school district must permit the student to take voluntary leave under that policy instead if the student so chooses. When the student returns to the school district's education program or activity, the student must be reinstated to the academic status and, as practicable, to the extracurricular status that the student held when the voluntary leave began.

e. Lactation space

The school district must ensure that the student can access a

lactation space, which must be a space other than a bathroom, that is clean, shielded from view, free from intrusion from others, and may be used by a student for expressing breast milk or breastfeeding as needed.

f. Limitation on supporting documentation

The school district must not require supporting documentation under Paragraph B.3, subparagraphs b. through e. unless the documentation is necessary and reasonable for the school district to determine the reasonable modifications to make or whether to take additional specific actions. Examples of situations when requiring supporting documentation is not necessary and reasonable include, but are not limited to, when the student's need for a specific action under Paragraph C. subparagraphs 3 through 5 is obvious, such as when a student who is pregnant needs a bigger uniform; when the student has previously provided the school district with sufficient supporting documentation; when the reasonable modification because of pregnancy or related conditions at issue is allowing a student to carry or keep water nearby and drink, use a bigger desk, sit or stand, or take breaks to eat, drink, or use the restroom; when the student has lactation needs; or when the specific action under Paragraph C. subparagraphs 3 through 5 is available to students for reasons other than pregnancy or related conditions without submitting supporting documentation.

4. Comparable Treatment to Other Temporary Medical Conditions

To the extent consistent with Paragraph B.3 above, the school district must treat pregnancy or related conditions in the same manner and under the same policies as any other temporary medical conditions with respect to any medical or hospital benefit, service, plan, or policy the school district administers, operates, offers, or participates in with respect to students admitted to the school district's education program or activity.

5. Certification to Participate

The school district must not require a student who is pregnant or has related conditions to provide certification from a healthcare provider or any other person that the student is physically able to participate in the school district's class, program, or extracurricular activity unless:

- a. The certified level of physical ability or health is necessary for participation in the class, program, or extracurricular activity;
- b. The school district requires such certification of all students participating in the class, program, or extracurricular activity; and
- c. The information obtained is not used as a basis for discrimination prohibited by this part.

**V. REPORTING PROHIBITED CONDUCT**

- A. Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment toward a student should report the alleged acts as soon as possible to the Title IX Coordinator.

- B. The school district requires all employees who are not confidential employees to notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations. This requirement does not apply to an employee who has personally been subject to conduct that reasonably may constitute sex discrimination under Title IX or its regulations.
- C. Confidential Employee Requirements
  - 1. The school district must notify all participants in the school district's education program or activity of how to contact its confidential employees, if any.
  - 2. The school district must require a confidential employee to explain to any person who informs the confidential employee of conduct that reasonably may constitute sex discrimination under Title IX or its regulations:
    - a. The employee's status as confidential for purposes of this part, including the circumstances in which the employee is not required to notify the Title IX Coordinator about conduct that reasonably may constitute sex discrimination;
    - b. How to contact the school district's Title IX Coordinator and how to make a complaint of sex discrimination; and
    - c. That the Title IX Coordinator may be able to offer and coordinate supportive measures, as well as initiate an informal resolution process or an investigation under the grievance procedures.
- D. Any employee of the school district who has experienced, has knowledge of, or has witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations.
- E. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during nonbusiness hours, and may be made in person, by mail, by telephone, or by email using the Title IX Coordinator's contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.
- F. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the school district may report the alleged conduct to law enforcement authorities. The school district encourages complainants to report criminal behavior to the police immediately.

## **VI. SCHOOL DISTRICT'S RESPONSE TO SEXUAL HARASSMENT**

### A. General

Upon knowledge of conduct that reasonably may constitute sex discrimination in its education program or activity, the school district must respond promptly and effectively. The school district must also comply with 34 Code of Federal Regulations, section 106.44 to address sex discrimination in its education program or activity.

### B. Barriers to Reporting

The school district must require its Title IX Coordinator to:

- 1. Monitor the school district's education program or activity for barriers to

reporting information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations; and

2. Take steps reasonably calculated to address such barriers.

C. Title IX Coordinator Requirements

1. The Title IX Coordinator is responsible for coordinating the school district's compliance with its obligations under Title IX and its regulations. The school district must require its Title IX Coordinator, when notified of conduct that reasonably may constitute sex discrimination under Title IX or its regulations, to take the following actions to promptly and effectively end any sex discrimination in its education program or activity, prevent its recurrence, and remedy its effects:

- a. Treat the complainant and respondent equitably;
- b. Offer and coordinate supportive measures, as appropriate, for the complainant. In addition, if the school district has initiated grievance procedures or offered an informal resolution process to the respondent, offer and coordinate supportive measures, as appropriate, for the respondent;
- c. Notify the complainant or, if the complainant is unknown, the individual who reported the conduct, of the grievance procedures and if applicable and the informal resolution process, if available and appropriate. If a complaint is made, notify the respondent of the grievance procedures and the informal resolution process, if available and appropriate;
- d. In response to a complaint, initiate the grievance procedures or the informal resolution process, if available and appropriate and requested by all parties;
- e. In the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process, determine whether to initiate a complaint of sex discrimination that complies with the grievance procedures.

- i. To make this fact-specific determination, the Title IX Coordinator must consider, at a minimum, the following factors:

- [a] The complainant's request not to proceed with initiation of a complaint;
- [b] The complainant's reasonable safety concerns regarding initiation of a complaint;
- [c] The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
- [d] The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- [e] The age and relationship of the parties, including

whether the respondent is an employee of the school district;

[f] The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;

[g] The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and

[h] Whether the school district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

ii. If, after considering these and other relevant factors, the Title IX Coordinator determines that the conduct as alleged presents an imminent and serious threat to the health or safety of the complainant or other person, or that the conduct as alleged prevents the school district from ensuring equal access on the basis of sex to its education program or activity, the Title IX Coordinator may initiate a complaint

f. If initiating a complaint under Subparagraph e. above, notify the complainant prior to doing so and appropriately address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures; and

g. Regardless of whether a complaint is initiated, take other appropriate prompt and effective steps, in addition to steps necessary to effectuate the remedies provided to an individual complainant, if any, to ensure that sex discrimination does not continue or recur within the school district's education program or activity.

2. The Title IX Coordinator is not required to comply with Paragraph C.1, subparagraphs a. through g. above upon being notified of conduct that may constitute sex discrimination if the Title IX Coordinator reasonably determines that the conduct as alleged could not constitute sex discrimination under Title IX or its regulations.

#### D. Supportive Measures

Under the *Title IX Coordinator Requirements* above, the school district must offer and coordinate supportive measures, as appropriate, as described below. For allegations of sex discrimination other than sex-based harassment or retaliation, the school district's provision of supportive measures does not require the school district, its employee, or any other person authorized to provide aid, benefit, or service on the school district's behalf to alter the alleged discriminatory conduct for the purpose of providing a supportive measure.

1. Supportive measures may vary depending on what the school district deems to be reasonably available. These measures may include but are not limited to: counseling; extensions of deadlines and other course-related adjustments; campus escort services; increased security and monitoring of certain areas of the campus; restrictions on contact applied to one or more parties; leaves of absence; changes in class, work, or extracurricular or any other activity, regardless of whether there is or is not a comparable alternative; and training and education programs related to sex-based

harassment.

2. Supportive measures must not unreasonably burden either party and must be designed to protect the safety of the parties or the school district's educational environment, or to provide support during the school district's grievance procedures, or during the informal resolution process. The school district must not impose such measures for punitive or disciplinary reasons.
3. The school district may, as appropriate, modify or terminate supportive measures at the conclusion of the grievance procedures or at the conclusion of the informal resolution process, or the school district may continue them beyond that point.
4. The school district must provide a complainant or respondent with a timely opportunity to seek, from an appropriate and impartial employee, modification or reversal of the school district's decision to provide, deny, modify, or terminate supportive measures applicable to them. The impartial employee must be someone other than the employee who made the challenged decision and must have authority to modify or reverse the decision, if the impartial employee determines that the decision to provide, deny, modify, or terminate the supportive measure was inconsistent with the definition of supportive measures. The school district must also provide a party with the opportunity to seek additional modification or termination of a supportive measure applicable to them if circumstances change materially.
5. The school district must not disclose information about any supportive measures to persons other than the person to whom they apply, including informing one party of supportive measures provided to another party, unless necessary to provide the supportive measure or restore or preserve a party's access to the education program or activity, or when an exception in 34 Code of Federal Regulations section 106.44(j)(1) through (5) applies.
6. The school district must require the Title IX Coordinator to consult with one or more members, as appropriate, of the student's Individualized Education Program (IEP) team, if any, or one or more members, as appropriate, of the group of persons responsible for the student's placement decision under 34 Code of Federal Regulations, section 104.35(c), if any, to determine how to comply with the requirements of the Individuals with Disabilities Education Act, and Section 504 of the Rehabilitation Act of 1973 in the implementation of supportive measures.

E. Students with Disabilities

If a complainant or respondent is an elementary or secondary student with a disability, the school district must require the Title IX Coordinator to consult with one or more members, as appropriate, of the student's Individualized Education Program (IEP) team, if any, or one or more members, as appropriate, of the group of persons responsible for the student's placement decision under 34 Code of Federal Regulations, section 104.35(c), if any, to determine how to comply with the requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973 throughout the school district's implementation of grievance procedures under 34 Code of Federal Regulations, section 106.45.

F. Emergency Removal

Nothing in Title IX or its regulations precludes the school district from removing a respondent from the school district's education program or activity on an emergency basis, provided that the school district undertakes an individualized safety and risk analysis, determines that an imminent and serious threat to the health or safety of a

complainant or any students, employees, or other persons arising from the allegations of sex discrimination justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision must not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990.

G. Administrative Leave

Nothing in Title IX or its regulations precludes the school district from placing an employee respondent on administrative leave from employment responsibilities during the pendency of the school district's grievance procedures. This provision must not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990.

H. Prohibited Disclosures of Personally Identifiable Information

The school district must not disclose personally identifiable information obtained in the course of complying with this part, except in the following circumstances:

1. When the school district has obtained prior written consent from a person with the legal right to consent to the disclosure;
2. When the information is disclosed to a parent, guardian, or other authorized legal representative with the legal right to receive disclosures on behalf of the person whose personally identifiable information is at issue;
3. To carry out the purposes of 34 Code of Federal Regulations, section 106, including action taken to address conduct that reasonably may constitute sex discrimination under Title IX in the school district's education program or activity;
4. As required by federal law, federal regulations, or the terms and conditions of a Federal award, including a grant award or
5. To the extent such disclosures are not otherwise in conflict with Title IX or its regulations, when required by Minnesota or local law or when permitted under FERPA or its implementing regulations.

**VII. GRIEVANCE PROCEDURES FOR THE PROMPT AND EQUITABLE RESOLUTION OF COMPLAINTS OF SEX DISCRIMINATION**

A. General

The school district's grievance procedures for the prompt and equitable resolution of complaints of sex discrimination must be in writing and include provisions that incorporate the requirements of this section. The requirements related to a respondent apply only to sex discrimination complaints alleging that a person violated the school district's prohibition on sex discrimination. When a sex discrimination complaint alleges that a school district's policy or practice discriminates on the basis of sex, the school district is not considered a respondent.

B. Basic Requirements for Grievance Procedures

The school district's grievance procedures must:

1. Treat complainants and respondents equitably;

2. Require that any person designated as a Title IX Coordinator, investigator, or decisionmaker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. The decision maker may be the same person as the Title IX Coordinator or investigator;
3. Include a presumption that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of the school district's grievance procedures for complaints of sex discrimination;
4. Establish reasonably prompt timeframes for the major stages of the grievance procedures, including a process that allows for the reasonable extension of time frames on a case-by-case basis for good cause with notice to the parties that includes the reason for the delay. Major stages include, for example, evaluation (i.e., the school district's decision whether to dismiss or investigate a complaint of sex discrimination); investigation; determination; and appeal, if any;

**[NOTE: The Title IX regulations require reasonably prompt timeframes for major stages of the grievance procedures, but do not specify any particular timeframes. School districts may establish their own district-specific timeframes. A sample set of provisions is offered below.]**

- a. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.
- b. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by the school district within five (5) days of the date the determination of responsibility or dismissal was provided to the parties.
- c. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by the school district.
- d. The school district will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by the school district.
- e. Although the school district strives to adhere to the timelines described above, in each case, the school district may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening school district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.
- f. The school district has established the following process for reasonable extension of timeframes on a case-by-case basis for good cause as set forth above. The process includes notice to the parties and the reason for the delay:

**[NOTE: The school district should set forth its process for**

**determining a reasonable extension of a timeframe.]**

5. Require the school district to take reasonable steps to protect the privacy of the parties and witnesses during the pendency of the school district's grievance procedures, provided that the steps do not restrict the ability of the parties to: obtain and present evidence, including by speaking to witnesses, subject to the prohibition against retaliation; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures;
6. Require an objective evaluation of all evidence that is relevant, as defined in Article II, and not otherwise impermissible—including both inculpatory and exculpatory evidence—and provide that credibility determinations must not be based on a person's status as a complainant, respondent, or witness;
7. Exclude the following types of evidence, and questions seeking that evidence, as impermissible (i.e., must not be accessed or considered, except by the school district to determine whether an exception in subparagraphs (a) through (c) applies; must not be disclosed; and must not otherwise be used), regardless of whether they are relevant:
  - a. Evidence that is protected under a privilege as recognized by federal or Minnesota law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
  - b. A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the school district obtains that party's or witness's voluntary, written consent for use in the school district's grievance procedures; and
  - c. Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred; and
8. If the school district adopts grievance procedures that apply to the resolution of some, but not all, complaints articulate consistent principles for how the school district will determine which procedures apply.

C. Notice of Allegations

Upon initiation of the school district's grievance procedures, the school district must provide notice of the allegations to the parties whose identities are known.

1. The notice must include:
  - a. The school district's grievance procedures, and if applicable, any informal resolution process;
  - b. Sufficient information available at the time to allow the parties to

respond to the allegations. Sufficient information includes the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination under Title IX or this part, and the date(s) and location(s) of the alleged incident(s), to the extent that information is available to the school district;

- c. A statement that retaliation is prohibited; and
  - d. A statement that the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence; and if the school district provides a description of the evidence, the parties are entitled to an equal opportunity to access to the relevant and not otherwise impermissible evidence upon the request of any party.
2. If, in the course of an investigation, the school district decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice or that are included in a complaint that is consolidated, the school district must provide notice of the additional allegations to the parties whose identities are known.

**[NOTE: If the school district provides a description of the evidence, the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.]**

If, in the course of an investigation, the school district decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice provided or that are included in a complaint that is consolidated, the school district will notify the parties of the additional allegations.

D. Consolidation

The school district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references below to a party, complainant, or respondent include the plural, as applicable.

E. Complaint Investigation

- A. The school district must provide for adequate, reliable, and impartial investigation of complaints. To do so, the school district must:
  1. Ensure that the burden is on the school district – not on the parties – to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred;
  2. Provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible;
  3. Review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance, consistent with § 106.2 and with paragraph (b)(7) of this section; and
  4. Provide each party with an equal opportunity to access the evidence

that is relevant to the allegations of sex discrimination and not otherwise impermissible in the following manner:

- a. The school district must provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or an accurate description of this evidence. If the school district provides a description of the evidence, it must further provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party;
- b. The school district must provide a reasonable opportunity to respond to the evidence or to the accurate description of the evidence; and
- c. The school district must take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. For purposes of this paragraph, disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

F. Questioning Parties and Witnesses to Aid in Evaluating Allegations and Assessing Credibility

The school district must provide a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination.

G. Determination Whether Sex Discrimination Occurred

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, the school district must:

1. Use the preponderance of the evidence standard of proof to determine whether sex discrimination occurred, unless the school district uses the clear and convincing evidence standard of proof in all other comparable proceedings, including proceedings relating to other discrimination complaints, in which case the school district may elect to use that standard of proof in determining whether sex discrimination occurred. Both standards of proof require the decisionmaker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness; if the decisionmaker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decisionmaker must not determine that sex discrimination occurred.
2. Notify the parties in writing of the determination whether sex discrimination occurred under Title IX or its regulations including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
3. If there is a determination that sex discrimination occurred, as appropriate, require the Title IX Coordinator to coordinate the provision and implementation of remedies to a complainant and other persons the school district identifies as having had equal access to the school district's education program or activity limited or denied by sex discrimination, coordinate the imposition of any disciplinary sanctions on a respondent, including notification

to the complainant of any such disciplinary sanctions, and require the Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity. The school district may not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the school district's grievance procedures that the respondent engaged in prohibited sex discrimination;

4. Comply with 34 Code of Federal Regulations, section 106.45, before the imposition of any disciplinary sanctions against a respondent; and
5. Not discipline a party, witness, or others participating in school district's grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the school district's determination whether sex discrimination occurred.

H. Additional Provisions

If the school district adopts additional provisions as part of its grievance procedures for handling complaints of sex discrimination, including sex-based harassment, such additional provisions must apply equally to the parties.

I. Informal Resolution

In lieu of resolving a complaint through the school district's grievance procedures, the parties may instead elect to participate in an informal resolution process under 34 Code of Federal Regulations, section 106.44(k) if provided by the school district consistent with that paragraph.

J. Provisions Limited to Sex-Based Harassment Complaints

For complaints alleging sex-based harassment, the grievance procedures must:

1. Describe the range of supportive measures available to complainants and respondents; and
2. List, or describe the range of, the possible disciplinary sanctions that the school district may impose and remedies that the school district may provide following a determination that sex-based harassment occurred.

## VIII. INFORMAL RESOLUTION OF A COMPLAINT

**[NOTE: The 2024 Title IX amendments do not require a school district to offer an informal resolution process. However, a school district is free to provide such a process in some circumstances, as long as it complies with certain regulatory requirements. Requirements related to informal resolution are set forth in 34 Code of Federal Regulations, section 106.44(k).]**

- A. At any time prior to determining whether sex discrimination occurred, the school district may offer to a complainant and respondent an informal resolution process, unless the complaint includes allegations that an employee engaged in sex-based harassment of an elementary school or secondary school student or such a process would conflict with federal, Minnesota, or local law. A school district that provides the parties an informal resolution process must, to the extent necessary, also require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.

1. Subject to the limitations in Paragraph A. above, the school district has

discretion to determine whether it is appropriate to offer an informal resolution process when it receives information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations or when a complaint of sex discrimination is made, and may decline to offer informal resolution despite one or more of the parties' wishes.

2. In addition to the limitations in Paragraph A. above, circumstances when the school district may decline to allow informal resolution include but are not limited to when the school district determines that the alleged conduct would present a future risk of harm to others.
- B. The school district must not require or pressure the parties to participate in an informal resolution process. The school district must obtain the parties' voluntary consent to the informal resolution process and must not require waiver of the right to an investigation and determination of a complaint as a condition of enrollment or continuing enrollment, or employment or continuing employment, or exercise of any other right.
- C. Before initiation of an informal resolution process, the school district must provide to the parties notice that explains:
1. The allegations;
  2. The requirements of the informal resolution process;
  3. That, prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and to initiate or resume the school district's grievance procedures;
  4. That the parties' agreement to a resolution at the conclusion of the informal resolution process would preclude the parties from initiating or resuming grievance procedures arising from the same allegations;
  5. The potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the parties; and
  6. What information the school district will maintain and whether and how the school district could disclose such information for use in grievance procedures, if grievance procedures are initiated or resumed.
- D. The facilitator for the informal resolution process must not be the same person as the investigator or the decisionmaker in the school district's grievance procedures. Any person designated by the school district to facilitate an informal resolution process must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. Any person facilitating informal resolution must receive training as provided under this policy.
- E. Potential terms that may be included in an informal resolution agreement include but are not limited to:
1. Restrictions on contact; and
  2. Restrictions on the respondent's participation in one or more of the school district's programs or activities or attendance at specific events, including restrictions the school district could have imposed as remedies or disciplinary sanctions had the school district determined at the conclusion of the school district's grievance procedures that sex discrimination occurred.

## **IX. DISMISSAL OF A COMPLAINT**

- A. The school district may dismiss a complaint of sex discrimination made through its grievance procedures under this policy for any of the following reasons:
1. The school district is unable to identify the respondent after taking reasonable steps to do so;
  2. The respondent is not participating in a school district education program or activity and is not employed by the school district;
  3. The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the school district determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or,
  4. The school district determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, the school district will make reasonable efforts to clarify the allegations with the complainant.
- B. Upon dismissal, the school district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district will also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.
- C. The school district must notify the complainant that a dismissal may be appealed and will provide the complainant with an opportunity to appeal the dismissal of a complaint on the bases set out in 34 Code of Federal Regulations, section 106.46(i)(1). If the dismissal occurs after the respondent has been notified of the allegations, then the school district will also notify the respondent that the dismissal may be appealed on the bases set out in 34 Code of Federal Regulations, section 106.46(i)(1). If the dismissal is appealed, the school district must:
1. Notify the parties of any appeal, including notice of the allegations consistent with paragraph (c) of this section if notice was not previously provided to the respondent;
  2. Implement appeal procedures equally for the parties;
  3. Ensure that the decision maker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
  4. Ensure that the decisionmaker for the appeal has been trained as set out in this policy;
  5. Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
  6. Notify the parties of the result of the appeal and the rationale for the result.
- D. When the school district dismisses a complaint, it must, at a minimum:
1. Offer supportive measures to the complainant as appropriate;
  2. For dismissals under Paragraph A. 3 and 4 above in which the respondent has been notified of the allegations, offer supportive measures to the respondent

as appropriate under 34 Code of Federal Regulations, section 106.44(g); and

3. Require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.
- E. Dismissal of a formal complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems appropriate.

**[NOTE: For example, school districts are reminded of the obligation under Minnesota Statutes, section 122A.20, subdivision 2, to make a mandatory report to the Minnesota Professional Educator Licensing and Standards Board concerning any teacher who resigns during the course of an investigation of misconduct.]**

## **XI. APPEAL OF DETERMINATION**

**[NOTE: Regarding an appeal of a determination, the 2024 Title IX Final Rule states that the school district must offer the parties an appeal process that, at a minimum, is the same as it offers in all other comparable proceedings, if any, including proceedings relating to other discrimination complaints.]**

**This section provides sample text a school district may elect to include in its grievance procedures, but school districts are not required to use the text provided.]**

- A. The school district offers the following process for appeals from a determination whether sex discrimination occurred. This appeal process will be, at a minimum, the same as the school district offers in all other comparable proceedings, including proceedings relating to other discrimination complaints.
- B. If notice of an appeal is timely received by the school district, the school district will notify the parties in writing of the receipt of the appeal, assign or designate the appellate decision maker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
- C. After reviewing the parties' written statements, the appellate decision maker must issue a written decision describing the result of the appeal and the rationale for the result.
- D. The written decision describing the result of the appeal must be provided simultaneously to the parties.
- E. The decision of the appellate decision maker is final. No further review beyond the appeal is permitted.

## **XII. SANCTIONS AND REMEDIES**

Following a determination that sex-based harassment occurred, the school district may impose disciplinary sanctions, which may include **[INSERT LIST OR DESCRIBE RANGE]**. The school district may also provide remedies, which may include **[INSERT LIST OR DESCRIBE RANGE]**.

**[NOTE: The school district may choose to consult its legal counsel for district-specific sanctions and remedies. The following sample language may be considered:**

1. **The following is the range of possible remedies that the school**

**district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.**

2. **If the decision maker determines a respondent is responsible for violating this policy, the decision maker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the superintendent of the recommended remedies, such that an authorized administrator can consider the recommendation(s) and implement appropriate remedies in compliance with MSBA Model Policy 506 – Student Discipline. The discipline of a student-respondent must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.]**

### **XIII. RETALIATION**

The school district must prohibit retaliation, including peer retaliation, in its education program or activity. When the school district has information about conduct that reasonably may constitute retaliation under Title IX or its regulations, the school district is obliged to comply with 34 Code of Federal Regulations, section 106.44. Upon receiving a complaint alleging retaliation, the school district must initiate its grievance procedures or, as appropriate, an informal resolution process.

### **XIV. TRAINING**

**[NOTE: Training requirements are set forth in 34 Code of Federal Regulations, section 106.8(d).]**

- A. The school district must ensure that the following persons receive training related to their duties under Title IX promptly upon hiring or change of positions that alters their duties under Title IX or its regulations, and annually thereafter. This training must not rely upon sex stereotypes.
  1. *All employees* must be trained on:
    - a. The school district's obligation to address sex discrimination in its education program or activity;
    - b. The scope of conduct that constitutes sex discrimination under Title IX and its regulations, including the definition of sex-based harassment; and
    - c. All applicable notification and information requirements under 34 Code of Federal Regulations, sections 106.40(b)(2) and 106.44.
  2. *Investigators, decisionmakers, and other persons who are responsible for implementing the school district's grievance procedures or have the authority to modify or terminate supportive measures.*

In addition to the training requirements for all employees described in

Paragraphs 1 and 2 above, all investigators, decisionmakers, and other persons who are responsible for implementing the school district's grievance procedures or have the authority to modify or terminate supportive measures under 34 Code of Federal Regulations, section 106.44(g)(4) must be trained on the following topics to the extent related to their responsibilities:

- a. The school district's obligations under 34 Code of Federal Regulations, section 106.44;
- b. The school district's grievance procedures under 34 Code of Federal Regulations, section 106.45, and if applicable section 106.46;
- c. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and
- d. The meaning and application of the term "relevant" in relation to questions and evidence, and the types of evidence that are impermissible regardless of relevance under 34 Code of Federal Regulations, section 106.45, and if applicable section 106.46.

3. *Facilitators of informal resolution process*

In addition to the training requirements for all employees described in Paragraph 1 above, all facilitators of an informal resolution process under 34 Code of Federal Regulations, section 106.44(k) must be trained on the rules and practices associated with the school district's informal resolution process and on how to serve impartially, including by avoiding conflicts of interest and bias.

4. *Title IX Coordinator and Title IX Personnel*

In addition to the training requirements in Paragraphs 1 through 3 above, the Title IX Coordinator and Title IX Personnel must be trained on their specific responsibilities under 34 Code of Federal Regulations, section 106.8(a), section 106.40(b)(3), section 106.44(f) and (g), the school district's recordkeeping system and the requirements of 34 Code of Federal Regulations, section 106.8 (f), and any other training necessary to coordinate the school district's compliance with Title IX. "Title IX Personnel" means any person who addresses, works on, or assists with the school district's response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions.

**XV. DISSEMINATION OF POLICY**

- A. This policy shall be made available to all students, parents/guardians of students, school district employees, and employee unions.
- B. The school district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work e-mail address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.
- C. Notice of Nondiscrimination
  1. The school district must provide notice of nondiscrimination to applicants for admission and employment, students, parents, guardians, or other authorized legal representatives of elementary and secondary school students, employees, and all unions holding collective bargaining agreements with the school district.

2. Contents of Notice of Nondiscrimination

The notice of nondiscrimination must include the following elements:

- a. A statement that the school district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment;
  - b. A statement that inquiries about the application of Title IX and its regulations to the school district may be referred to the school district's Title IX Coordinator, the federal Office for Civil Rights, or both;
  - c. The name or title, office address, email address, and telephone number of the Title IX Coordinator;
  - d. How to locate the school district's nondiscrimination policy and the school district's grievance procedures; and
  - e. How to report information about conduct that may constitute sex discrimination under Title IX; and how to make a complaint of sex discrimination under the regulations.
3. The school district must prominently include all elements of its notice of nondiscrimination on its website and in each handbook, catalog, announcement, bulletin, and application form that it makes available to people entitled to notice, or which are otherwise used in connection with the recruitment of students or employees.
4. If necessary, due to the format or size of any publication, the school district may instead include in those publications the information covered in the following statement: "[**INSERT NAME OF SCHOOL DISTRICT**] prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The notice of nondiscrimination is located at [**INSERT WEBSITE ADDRESS**]."
5. The school district must not use or distribute a publication stating that the school district treats applicants, students, or employees differently on the basis of sex, except as such treatment is permitted by Title IX or its regulations.

**XVI. RECORDKEEPING**

The school district must create, and maintain for a period of seven years:

- A. For each complaint of sex discrimination, records documenting the informal resolution process under 34 Code of Federal Regulations, section 106.44(k) or the grievance procedures under section 106.45, and if applicable section 106.46, and the resulting outcome.
- B. For each notification the Title IX Coordinator receives of information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations, including notifications under 34 Code of Federal Regulations, section 106.44(c)(1) or (2), records documenting the actions the school district took to meet its obligations under section 106.44
- C. All materials used to provide training under this policy. The school district must make

these training materials available upon request for inspection by members of the public.

**Legal References:** Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)  
Minn. Stat. §§ 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments)  
34 C.F.R. Part 106 (Implementing Regulations of Title IX)  
20 U.S.C § 1400, *et seq.* (Individuals with Disabilities Education Act)  
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act)  
42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)  
20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act ("Clery Act"))

**Cross References:** MSBA/MASA Model Policy 102 (Equal Educational Opportunity)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

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

MSBA/MASA Model Policy 701.1

Orig. 1996

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

Rev. 2000

## **701.1 MODIFICATION OF SCHOOL DISTRICT BUDGET**

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

### **I. PURPOSE**

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

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

The policy of this school district is to modify its revenue and expenditure budgets in accordance with the applicable provisions of law.

### **III. REQUIREMENT**

- A. The school district's adopted expenditure budget shall be considered the school board's expenditure authorization for that school year.
- B. If revisions or modifications in the adopted expenditure budget are determined to be advisable by the administration, the superintendent shall recommend the proposed changes to the school board. The proposed changes shall be accompanied by sufficient and appropriate background information on the revenue and policy issues involved to allow the school board to make an informed decision. A school board member may also propose modifications on that board member's own motion, provided, however, the school board member is encouraged to review the proposed modifications with the superintendent prior to their being proposed so that the administration may prepare necessary background materials for the school board prior to its consideration of those proposed modifications.
- C. If sufficient funds are not included in the expenditure budget in a particular fund to allow the proposed expenditure, funds for this purpose may not be expended from that fund prior to the adoption of an expenditure budget amendment by the school board to authorize that expenditure for that school year. An amended expenditure shall not exceed the projected revenues available for that purpose in that fund.
- D. The school district's revenue budget shall be amended from time to time during a fiscal year to reflect updated or revised revenue estimates. The superintendent shall make recommendations to the school board for appropriate revisions. If necessary, the school board shall also make necessary revisions in the expenditure budget if it appears that expenditures would otherwise exceed revenues and fund balances in a fund.

**Legal References:** Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)

**Cross References:** MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)

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

MSBA/MASA Model Policy 701.1

Orig. 1996

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

Rev. 202200

## **701.1 MODIFICATION OF SCHOOL DISTRICT BUDGET**

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- C. If sufficient funds are not included in the expenditure budget in a particular fund to allow the proposed expenditure, funds for this purpose may not be expended from that fund prior to the adoption of an expenditure budget amendment by the school board to authorize that expenditure for that school year. An amended expenditure shall not exceed the projected revenues available for that purpose in that fund.
- D. The school district's revenue budget shall be amended from time to time during a fiscal year to reflect updated or revised revenue estimates. The superintendent shall make recommendations to the school board for appropriate revisions. If necessary, the school board shall also make necessary revisions in the expenditure budget if it appears that expenditures would otherwise exceed revenues and fund balances in a fund.

**Legal References:** Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)

**Cross References:** MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)  
~~MSBA Service Manual, Chapter 7~~

Revised: 09/03/19

## **626 CONTROVERSIAL TOPICS**

### **I. PURPOSE**

The purpose of this policy is to create guidelines for the discussion of controversial topics in the classroom.

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

It is the policy of the school board to encourage teaching about controversial topics.

### **III. GUIDELINES FOR DISCUSSION**

The guidelines for teaching about controversial topics are as follows:

1. The topics must be appropriate for the concept and/or unit being taught in the subject area. The topics must also be appropriate for the age and development level of the students involved.
2. The topic must be one in which the teacher is knowledgeable.
3. All sides of an issue must be discussed in a balanced presentation. The district's position must be neutral.
4. Approval for speakers must be secured from the building principal prior to the presentation.
5. If material being presented is highly controversial, the principal will request that the teacher notify parents/guardians of the content of the presentation prior to the presentation occurring.
6. Upon the request of a student or parent/guardian, the student will be excused from class during a controversial topic.

**Legal Reference:** None

**Cross References:** District 2397 Policy 601 (Curriculum & Instruction Goals)  
District 2397 Policy 604 (Instructional Curriculum)

**LE SUEUR-HENDERSON PUBLIC SCHOOLS**

**SCHEDULED MEETINGS/ACTIVITIES**

<b>DATE</b>	<b>DESCRIPTION</b>	<b>TIME</b>	<b>LOCATION</b>
9/16/2024	Special Mtg/Levy Certification	6:30 PM	MS/HS Media Center
10/1/2024	Special School Board Meeting-closed session	5:30 PM	MS/HS Media Center
10/7/2024	Policy Committee Meeting	5:30 PM	MS/HS Media Center
10/7/2024	Regular Board Meeting	6:30 PM	MS/HS Media Center
10/21/2024	School Board Work Session	6:30 PM	MS/HS Media Center
11/4/2024	Regular Board Meeting	6:30 PM	MS/HS Media Center
TBD	MREA Annual Conference	TBD	TBD
11/18/2024	School Board Work Session	6:30 PM	MS/HS Media Center
12/2/2024	TNT/Levy Adpt	6:00 PM	MS/HS Media Center
12/2/2024	Regular Board Meeting	Following	MS/HS Media Center
	<a href="https://docs.google.com/spreadsheets/d/1veOz-5YPT7Eu8-Fp">https://docs.google.com/spreadsheets/d/1veOz-5YPT7Eu8-Fp</a>		