

Regular School Board Meeting  
Monday, June 8, 2026 6:00 PM

District Office Board Room  
2001 William Avenue  
Montevideo, MN 56265

## **Agenda**

1. ROUTINE BUSINESS ITEMS
  - 1.1. Call to Order/Pledge of Allegiance
  - 1.2. Roll Call: Stenson \_\_\_ Birhanzi \_\_\_ Wibben \_\_\_ Shourds \_\_\_ Miller \_\_\_ and Norman \_\_\_.
  - 1.3. Approval of Agenda
  - 1.4. Special Presentation
    - 1.4.1. Bray Architect will provide an update on Referendum Construction.
    - 1.4.2. Bruce Miles will attend remotely to discuss how the strategic planning process will unfold over the next few months.
  - 1.5. Approval of Consent Agenda  
*(Any item or items may be pulled off the consent agenda, at the request of any board member, for consideration by the board as a whole.)*
    - 1.5.1. Regular Board of Education Meeting Minutes
    - 1.5.2. Bills
    - 1.5.3. Treasurer's Report
    - 1.5.4. Budget Report
    - 1.5.5. Personnel Actions
      - 1.5.5.1. Employment
      - 1.5.5.2. Resignations/Retirements
      - 1.5.5.3. Reassignments
  - 1.6. Resolution Accepting a Gift, Donation, Contribution or Bequest RESOLUTION ACCEPTING MONETARY, PROPERTY, GOODS OR SERVICES DONATION
  - 1.7. Public Forum
  - 1.8. Superintendent's Report
  - 1.9. Board Reports
    - 1.9.1. Board Committees
    - 1.9.2. Student Representative Report
    - 1.9.3. Administrators
  - 1.10. Congratulatory Action and Recognition
2. DISCUSSION ITEMS
  - 2.1. Policies 602 and 606.5 have been revised and are being brought to the board for first reading. These policies will be brought back at the June 29th meeting for approval.
  - 2.2. Discuss the Facility and rental policy.
3. ACTION ITEMS
  - 3.1. Adopt the Resolution for Membership in the Minnesota State High School League MSHSL.
  - 3.2. Adopt the Resolution Establishing Dates for Filing Affidavits of Candidacy

- 3.3. Approval of the Resolution Relating to the Termination and Non-Renewal of the Teaching Contract for Kylie Willems, a Non-Tenured Probationary Teacher.
- 3.4. Approve the Coaches Handbook
- 3.5. Approve Staff for Tenure
- 3.6. Approve Annual Goals for Performance Pay
- 3.7. Approve June Payroll Deductions
- 3.8. Approve policies 625 and 524. These policies were brought before the board at the May 11th Regular meeting for the first reading.
- 3.9. Designation of an Identified Official with Authority to Authorize User Access to MDE Secure Websites.
- 3.10. Approve the Amended FY26 Budget, and approve the FY27 Budget.
- 3.11. Approve the Non-bargaining Community Ed Agreements
- 3.12. Approve setting the Substitute Teacher Rate for 2026-2027
- 3.13. Approve 26-27 Yearbook Agreements
4. ADJOURNMENT

ISD 129 – MONTEVIDEO PUBLIC SCHOOLS  
Minutes of Regular School Board Meeting  
Held May 11, 2026, in Montevideo, MN

Vice Chairman Shourds called the regular meeting of the School Board of Independent School District #129 to order at 6:03 p.m. on Monday, May 11, 2026, in the District Board Room of Montevideo Middle School.

Members present were Wibben, Shourds, and Birhanzl. Member Miller attended remotely, and Member Stenson arrived at 6:10 p.m. Superintendent Skjeveland, Matt Hammer, Principal Maethner, Chief Business Official Adam Spray, and members of the staff were also present.

Director Birhanzl made the motion, and Director Wibben seconded the motion to approve the agenda as presented. The Motion carried unanimously.

Vice Chairman Shourds presented Emmary Birhanzl a certificate for her excellent representation as Student Board Representative for the 25-26 school year.

Matt Hammer with Ehlers provided an update on the Resolution Awarding the Sale of General Obligation School Building Bonds Series 2026A.

Chief Technology Officer, Scott Ripley, provided the board with an update on the recent power outages and the outcome of the outages as it pertains to our technology within the schools.

High School Principal, Tanya Maethner, provided an update on the high school.

Director Birhanzl made the motion, and Director Wibben seconded the motion to approve the Consent Agenda as presented. The Motion carried unanimously.

- Regular Board of Education Meeting Minutes – April 13, 2026
- May Board Bills

**TOTAL EXPENDITURES BY FUND**

GENERAL FUND	\$	109,498.15
FOOD SERVICE	\$	152,719.42
COMMUNITY SERVICES	\$	5,113.81
CAPITAL EXPENDITURE	\$	49,593.28
BUILDING CONSTRUCTION	\$	181,740.00
STUDENT ACTIVITIES	\$	8,890.24
MINN RIVER VALLEY ED DIST	\$	78,740.65
MRVED COMMUNITY EDUCATION	\$	990.00
<b>TOTAL BY FUND</b>	<b>\$</b>	<b>587,285.55</b>

- Treasure Report
- Budget Report
- Personnel Actions
  - Employment: Audrey Denhartigh, Infant Assistant, Little Thunder Hawks; Justin True, Band Director, MHS & MMS, beginning with the 26–27 school year; Tarin Yone, Special Ed. Paraprofessional, Sanford; Callie Zeidler, Library Assistant, Ramsey Elementary; Gabrielle Mazer, Varsity Dance Coach; Kathleen Rye, Special Education Paraprofessional/PT Library Assistant, Sanford.
  - Resignations/Retirements: Cheyenne Orvis, Special Ed Paraprofessional, Sanford; Kylee Heurung is resigning as PD/DAPE/HEALTH Teacher at High School at the end of the 25–26 school year.

- Reassignments: Zach Koepke will be reassigned as Special Education Teacher at the High School starting with the 26–27 school year.
- Resolution Accepting a Gift, Donation, Contribution, or Bequests –  
The Dawson Designated Charities donated \$166 to the Community Ed—Adults with Disabilities.  
The Montevideo Lions Club donated \$500 towards Community Ed summer rec T-shirts.  
Laura Rubenzer of Edward Jones donated \$150 toward Community Ed summer rec T-shirts.  
MDHA, Two Rivers Chapter, donated \$250 towards Community Ed summer rec T-shirts.  
Jake's Pizza donated \$200 toward Community Ed. summer rec T-shirts.  
J & D Construction donated \$100 toward Community Ed. summer rec T-shirts.  
Co-op Credit Union donated \$250 toward Community Ed. summer rec T-shirts.  
Benson & Helgeson Insurance donated \$50 toward Community Ed. summer rec T-shirts.  
Motion by Director Birhanzl, and seconded by Director Miller, to adopt the resolution accepting the listed gifts, donations, contributions, and bequests. After a roll call vote, all members voted Aye, and the motion carried.
- Superintendent's Report
- Board Report – Director Wibben provided an update on MRVED, and there was a brief update on the Health & Safety Committee.
- Student Representative Report
- Administrators Report
- Congratulatory Recognition: On May 6, the 67th annual Senior Scholarship Program was held. This year, 68 deserving seniors were awarded over \$180,000 in scholarships by local donors, including local businesses, families, organizations, memorials, and more! Congratulations to all the seniors on your hard work and accomplishments! Thank you to all the generous donors for making this possible.

Discussion Items:

Policies 625, Responsible Use of Artificial Intelligence, and Policy 524, Acceptable Use of Technology, were brought forth for the first reading. These policies will be approved at the June 8th, 2026, board meeting.

Superintendent Jamie Skjeveland provided construction updates.

Members Birhanzl and Shourds lead a discussion about introducing an additional student representative to the school board.

Action Items:

Motion by Director Shourds and seconded by Director Birhanzl to adopt by Resolution, the termination and non-renewal of James Radloff contract for the 2026-2027 school year as presented. After a roll call vote, all members voted Aye, and the motion carried.

Motion by Director Birhanzl and seconded by Director Shourds to approve policies 536, 709, and 721. The motion carried.

Motion by Director Wibben and seconded by Director Shourds to approve adopting the resolution awarding the sale of general obligation school building bonds, series 2026A. After a roll call vote, all members voted Aye, and the motion carried.

Motion by Director Shourds and seconded by Director Wibben to approve the Accounting Policies and Procedures Manual for 2026. The motion carried.

Motion by Director Birhanzl and seconded by Director Shourds to approve the Non-Bargaining Agreements. The motion carried.

Motion by Director Shourds and seconded by Director Wibben to approve appointing Taryn Stenson as the 2026-2027 Student School Board Representative. With Member Stenson abstaining, all other board members voted Aye, and the motion carried.

Motion by Director Birhanzl, and seconded by Director Shourds, to approve the MHS Roof Project bid to Buttweiler's Do-All in the amount of \$376,650.00. The motion carried.

Adjournment: Motion by Director Birhanzl and seconded by Director Shourds to adjourn the meeting at 7:46 p.m. The motion carried unanimously.

**MONTEVIDEO PUBLIC SCHOOLS  
MONTHLY WARRANTS  
JUNE 8, 2026**

Check #	Vendor	Amount	Description
71874	ACT INC	6,088.25	ACT TESTING
71875	ACUITY SPECIALTY PRODUCTS, INC	304.02	CUSTODIAL SUPPLIES
71876	AMAZON CAPITAL SERVICES, INC	4,538.64	MIS PURCHASES
71877	AMERICAN WELDING & GAS, INC	8.99	AG SHOP SUPPLIES
71878	APPLE AWARDS	128.14	STAFF RECOGNITION
71879	ASPI SOLUTIONS, INC	599.60	BOUND SUBSCRIPTION
71880	BACKES TECHNOLOGY SERVICES IN	26,766.73	RAMSEY & HS CAMERAS
71881	BIO CORPORATION	200.01	SCIENCE SUPPLIES
71882	BRAY ASSOCIATES ARCHITECTS, INC	156,740.00	2026A PHASE 1, 2 & 3
71883	CAMBRIDGE-ISANTI SCHOOLS	2,229.13	INTERNET SERVICES
71884	CARLSON & STEWART REFRIGERATI	633.22	FOOD SERVICE REPAIRS
71885	CDW-GOVERNMENT INC	6,435.00	GOOGLE WORKSPACE
71886	CHAPPEL CENTRAL INC	12,297.51	MISC REPAIRS
71887	CHERRYROAD MEDIA	3,675.00	COMM ED BROCHURE
71888	CHILDREN'S MUSEUM OF SOUTH DA	1,503.00	FIELDTRIPS
71889	CLARA CITY TELEPHONE	479.00	FIBER LEASE
71890	CLEAN SITE LLC	3,340.00	PORTABLE RESTROOM RENTALS
71891	COMMUNITY EDUCATION DEPT	11,790.00	SWNS REIMBURSEMENTS
71892	CULLIGAN ULTRAPURE INC	155.85	WATER/SOFTENER SALT
71893	DC SIGNS	895.00	STAFF RECOGNITION
71894	DISCOUNT SCHOOL SUPPLY	2,595.15	CLASSROOM SUPPLIES
71895	DOUBLE D DEVELOPMENT	17,540.61	HAWKS NEST LEASE
71896	DSC COMMUNICATIONS	346.50	RAMSEY RADIOS
71897	ECOLAB PEST ELIMINATION	588.08	PEST ELIMINATION
71898	EF EDUCATIONAL TOURS	1,266.21	ITALY & GERMANY TRIP PAYMENTS
71899	FAST THREADS	2,381.38	MISC PURCHASES
71900	FASTENAL COMPANY	508.84	FILTERS
71901	G. FLINN IRON AND METAL	3,800.00	FLOOR DRAIN REPAIRS
71902	GERVAIS JEWELERS	36.00	ENGRAVING
71903	GOPHER SPORTS	2,108.51	CLASSROOM SUPPLIES
71904	HERC-U-LIFT	164.00	ANNUAL INSPECTION
71905	HERFF-JONES INC	73.97	SWING CHOIR MUSIC
71906	HILLYARD FLOOR CARE SUPPLY	12,118.75	CUSTODIAL SUPPLIES
71907	HOMESTORE DESIGN CENTER INC	695.92	PAINTING SUPPLIES
71908	INFINITY FUN	1,220.00	FIELDTRIPS
71909	INNOVATIVE OFFICE SOLUTIONS, LLC	298.75	OFFICE SUPPLIES
71910	INSTITUTE FOR ENVIRONMENTAL AS	1,600.00	AIR QUALITY SAMPLING
71911	INSTRUMENTALIST AWARDS LLC	85.00	SWING CHOIR AWARDS
71912	ISD #129 - MONTEVIDEO	385.00	TENNIS PROGRAM FUND
71913	JAKES PIZZA	788.73	PIZZA ORDERS
71914	KDMA (AM)/KMGM (FM)	340.00	ADVERTISING
71915	KENNEDY & GRAVEN CHARTERED	1,086.50	LEGAL SERVICES
71916	KOEHLER & DRAMM WHOLESALE FL	202.60	AG CLASS SUPPLIES
71917	LIMINEX, INC	21,140.00	GOGUARDIAN
71918	MARCO TECHNOLOGIES, LLC	471.45	PRINT ROOM SUPPLIES
71919	MELODY LANES FAMILY ENTERTAINM	914.00	FIELDTRIPS
71920	MHS FACULTY LOUNGE, DEB HINDE	29.15	PEPSI VENDING PROCEEDS
71921	MIDWEST SPECIAL INSTRUMENTS	348.00	CALIBRATION OF EQUIPMENT
71922	MILLENNIUM THEATER	570.00	FIELDTRIPS
71923	MINI SOTA MUSEUM	125.00	FIELDTRIPS
71924	MINNESOTA CLAY	667.10	CLASSROOM SUPPLIES
71925	MMS FACULTY LOUNGE	26.06	PEPSI VENDING PROCEEDS
71926	MN RIVER VALLEY EDUCATION DIST	7,148.84	25-26 PROGRAMS

**MONTEVIDEO PUBLIC SCHOOLS  
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71927	MN STATE COMMUNITY & TECHNICAL	710.28	SPRING PSEO
71928	MN-SOTA RESTAURANT SERVICES LI	878.98	FOOD SERVICE REPAIRS
71929	MOLDE'S ELECTRIC & MECHANICAL I	849.68	MISC REPAIRS
71930	MONTE HARDWARE HANK	1,402.29	CUSTODIAL SUPPLIES
71931	MUSIC THEATRE INTERNATIONAL	15.00	SWING CHOIR MUSIC
71932	NATIONAL FFA ORGANIZATION	310.00	FFA CHAPTER PINS
71933	NCS PEARSON INC	227.82	RECORD FORMS
71934	OFFICE OF MNIT SERVICES	58.67	COMPUTING SERVICES
71935	OLSEN PLUMBING & HEATING INC	16,499.06	MISC REPAIRS
71936	PLANK ROAD PUBLISHING	185.45	CLASSROOM SUPPLIES
71937	QUADIENT LEASING USA, INC	464.07	POSTAGE METER LEASE
71938	RANDI'S STITCH & SCREEN	3,433.00	KIDS IN COMMUNITY SHIRTS
71939	REGION 5 FFA	800.00	LTC FEES
71940	RUNNING'S SUPPLY INC	272.83	CUSTODIAL SUPPLIES
71941	STAR GROUP, LLC	58.92	CUSTODIAL SUPPLIES
71942	SUPER DUPER SCHOOL CO	99.83	CLASSROOM SUPPLIES
71943	SW/WC SERVICE COOPERATIVE	580.00	CULINARY SKILLS FEES
71944	TAHER, INC	131,560.11	FOOD SERVICE CONTRACT
71945	TOTAL LAWN CARE & LANDSCAPE	1,395.00	IRRIGATION SERVICES
71946	TREVIPAY	1,266.05	WALMART PURCHASES
71947	UNITED WAY OF WEST CENTRAL MIN	285.00	FIELDTRIPS
71948	VFW POST 380	980.26	STAFF RECOGNITION
71949	VISA	12,143.85	MISC PURCHASES
71950	WAYZATA RESULTS INC	2,758.88	TRACK TIMING
71951	WEST CENTRAL ROOFING	1,019.46	ROOF REPAIRS
71952	WEST CENTRAL TROPHIES	196.00	STAFF RECOGNITION
9000000270	ARNDT, KRISTI L	10.59	MILEAGE
9000000271	ARNOLD, JILL M	10.49	CLASSROOM SUPPLIES
9000000272	BIRHANZL, KATIANNE M	13.22	CLASSROOM SUPPLIES
9000000273	BRADY, JEREMY ANTHON	13.35	PD MEAL
9000000274	BROWN, SERENA M	28.64	MILEAGE
9000000275	CARLSON, KAILEE A	23.93	MILEAGE
9000000276	CHRISTENSON, CARRIE M	41.41	STAFF RECOGNITION
9000000277	DAY, THERESA M	51.77	MILEAGE
9000000278	DISCOVER YOUR SISU THERAPY SEF	6,010.27	OT CONTRACTED SERVICES
9000000279	DUENWALD, DANIEL ERIK	112.13	CLASSROOM SUPPLIES
9000000280	ERP, MELISSA	65.60	MILEAGE
9000000281	FOLEY, ROBERT DANIEL	9.79	PD MEAL
9000000282	FRAGODT, CONNIE	45.68	MILEAGE
9000000283	GEERDES, STACY T	37.41	MILEAGE
9000000284	GOVCONNECTION, INC	2,460.00	TECHNOLOGY ORDER
9000000285	HAWKINS INC	10.00	POOL CHEMICALS
9000000286	IS-CORP	310.00	FINANCE SOFTWARE HOST
9000000287	KLEINDL, ALLISON J	62.59	FUEL FOR SCHOOL CAR
9000000288	KNOOP, HAYLEY ANNA	791.23	CONCESSION PURCHASES
9000000289	LEE, SARAH L	28.92	CLASSROOM SUPPLIES
9000000290	LUND, DEANNE M	54.40	STAFF RECOGNITION
9000000291	MINER, MAQUELAH M	56.69	AG DAY SUPPLIES
9000000292	ROBARGE, NANCY ANN	73.07	MILEAGE/REGISTRATION
9000000293	SKJEVELAND, JAMIE S	167.25	MILEAGE

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9000000294	SLETTA, MADISON ELIZABETH	21.94	CLASSROOM SUPPLIES
9000000295	TOSTENSON, MOLLI K	220.33	MILEAGE/STAFF RECOGNITION
9000000296	ZAMORA, BRITTANY MEGAN	40.17	CLASSROOM SUPPLIES

**TOTAL MONTEVIDEO WARRANTS                   \$           509,698.55**

***MINNESOTA RIVER VALLEY EDUCATION DISTRICT WARRANTS***

71953	4.0 SCHOOL SERVICES INC	\$	613.65	ALC BUSSING
71954	BERGESON, BRUCE D	\$	141.20	MILEAGE REIMBURSEMENT
71955	BEST, WENDY	\$	116.00	MILEAGE REIMBURSEMENT
71956	BORCH'S SPORTING GOODS	\$	5,455.75	MRVED/SW ABE PROMOTIONAL ITEMS
71957	BURLINGTON ENGLISH	\$	2,400.00	ABE SUPPLIES
71958	CLARA CITY TELEPHONE	\$	200.00	FIBER LEASE
71959	COUNTRYSIDE PUBLIC HEALTH	\$	236.00	ALC LICENSE
71960	CULLIGAN ULTRAPURE INC	\$	38.80	WATER
71961	EVJE, KRIS	\$	139.20	MILEAGE REIMBURSEMENT
71962	FOLEY, JOAN N	\$	45.88	CLASSROOM SUPPLIES
71963	HARTKE, KAREN	\$	300.15	MILEAGE REIMBURSEMENT
71964	HILLYARD FLOOR CARE SUPPLY	\$	591.69	CUSTODIAL SUPPLIES
71965	ISD #2167-LAKEVIEW	\$	301.50	TITLE III REIMBURSEMENT
71966	ISD#2180-MACCRAY	\$	210.00	DAYCARE REIMBURSEMENT
71967	JOHNSON, DEANNA LYNN	\$	1,046.23	ABE REIMBURSEMENTS
71968	JONES, GEORGETTE KAUTZ	\$	76.67	LITERACY SYMPOSIUM EXPENSES
71969	KENT, ASHLEY U	\$	23.20	MILEAGE REIMBURSEMENT
71970	MARKWORTH, NICHOLE	\$	23.93	MILEAGE REIMBURSEMENT
71971	MARTIN, SHAWN	\$	535.88	HOTEL & MILEAGE REIMBURSEMENT
71972	MINNESOTA DEPT OF HEALTH	\$	50.00	ALC HOSPITALITY FEE
71973	MONTEVIDEO AMERICAN LEGION POST #59	\$	336.00	MEETING LUNCH
71974	RAYMO, BRANDON J	\$	224.75	MILEAGE REIMBURSEMENT
71975	RAYMO, KATIE A	\$	236.35	MILEAGE REIMBURSEMENT
71976	SMITH, LAWRENCE D	\$	147.18	MILEAGE REIMBURSEMENT
71977	VAN EPS, JENNIFER L	\$	149.35	MILEAGE REIMBURSEMENT
71978	VISA	\$	13,244.52	MISC EXPENSES
71979	WARD, HOLLY	\$	55.10	MILEAGE REIMBURSEMENT
71980	WORDEN, CATALINA R	\$	197.20	MILEAGE REIMBURSEMENT

**TOTAL MRVED WARRANTS                   \$           27,136.18**

**TOTAL EXPENDITURES BY FUND**

GENERAL FUND	\$	127,819.50
FOOD SERVICE	\$	134,034.13
COMMUNITY SERVICES	\$	10,378.10
CAPITAL EXPENDITURE	\$	67,303.10
BUILDING CONSTRUCTION	\$	156,740.00
STUDENT ACTIVIES	\$	13,423.72
MINN RIVER VALLEY ED DIST	\$	8,478.04
MRVED COMMUNITY EDUCATION	\$	18,658.14
<b>TOTAL BY FUND</b>	<b>\$</b>	<b>536,834.73</b>

**MONTEVIDEO PUBLIC SCHOOLS  
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**MAY 2026 WIRES / CASH TRANSFERS**

5/12/2026	WIRE FROM PMA TO OLD NATIONAL	\$	350,000.00	BOARD BILLS
5/14/2026	WIRE FROM PMA TO MINNWEST	\$	760,000.00	PAYROLL
5/20/2026	WIRE FROM PMA TO OLD NATIONAL	\$	200,000.00	INS PAYMENT/BILLS
5/26/2026	WIRE FROM PMA TO OLD NATIONAL	\$	150,000.00	BILLS
5/28/2026	WIRE FROM PMA TO MINNWEST	\$	710,000.00	PAYROLL
5/29/2026	WIRE FROM PMA TO OLD NATIONAL	\$	100,000.00	PAYROLL

**MAY 2026 MANUAL CHECKS**

71840	PEPSICO BEVERAGE SALES LLC	\$	628.97	CONCESSIONS
71841	PETTY CASH FUND	\$	5,206.54	PETTY CASH REIMBURSEMENTS
71842	XCEL ENERGY	\$	9,698.20	ELECTRICAL SERVICE
71850	4.0 SCHOOL SERVICES INC	\$	155,254.15	CONTRACTED TRANSPORTATION
71851	CHARTER COMMUNICATIONS	\$	341.48	PHONE/INTERNET
71852	CULLIGAN ULTRAPURE INC	\$	665.50	SALT
71853	FARMERS UNION OIL COMPANY	\$	249.64	FUEL
71854	FRENCH GLASS	\$	1,869.88	DOOR/WINDOW REPAIRS
71855	MN FFA	\$	1,909.00	FFA DUES
71856	MONTEVIDEO MARKET	\$	917.75	FACS SUPPLIES
71857	SKY ZONE MAPLE GROVE	\$	989.55	MMS FIELDTRIP
71858	TREVIPAY	\$	1,585.73	MISC EXPENSES
71859	VERIZON WIRELESS	\$	673.60	MOBILE PHONE SERVICE
71868	CENTURYLINK-AZ	\$	136.08	MRVED PHONE - GRANITE
71869	CITY OF MONTEVIDEO	\$	447.72	MRVED CITY UTILITIES
71870	XCEL ENERGY	\$	979.32	MRVED ELECTRICITY
71871	CITY OF MONTEVIDEO UTILITIES	\$	4,345.47	UTILITITES
71872	PETTY CASH FUND	\$	7,034.55	PETTY CASH REIMBURSEMENTS
17873	XCEL ENERGY	\$	3,547.23	ELECTRICAL SERVICE

**TOTAL MAY 2026 MANUAL CHECKS                   \$           196,480.36**

**MAY 2026 PAYROLL DEDUCT CHECKS/EFT PMTS**

US TREAS	US TREASURY	\$	146,635.81	FEDERAL PAYROLL TAX
US TREAS	US TREASURY	\$	142,221.22	FEDERAL PAYROLL TAX
MN REV	MN DEPARTMENT OF REVENUE	\$	23,565.15	STATE WITHHOLDING
MN REV	MN DEPARTMENT OF REVENUE	\$	22,795.01	STATE WITHHOLDING
MN TRA	MINNESOTA TEACHERS RETIREMENT ASSO	\$	83,110.25	TRA EFT
MN TRA	MINNESOTA TEACHERS RETIREMENT ASSO	\$	81,512.85	TRA EFT
MN PERA	MN PUBLIC EMPLOYEES RETIREMENT ASSO	\$	27,476.12	PERA EFT
MN PERA	MN PUBLIC EMPLOYEES RETIREMENT ASSO	\$	27,252.32	PERA EFT
BCBS	BLUE CROSS BLUE SHIELD OF MINN	\$	214,707.00	HEALTH EFT
EBC	EDUCATORS BENEFIT CONSULTANTS	\$	30,954.19	PAYROLL 403(B) EFT
EBC	EDUCATORS BENEFIT CONSULTANTS	\$	30,948.47	PAYROLL 403(B) EFT
71843	AFLAC	\$	1,485.05	PAYROLL ACCRUAL
71844	AFSCME COUNCIL 65	\$	591.02	PAYROLL ACCRUAL
71845	ISD #129 - MONTEVIDEO	\$	3,551.55	PAYROLL ACCRUAL
71846	MESSERLI & KRAMER	\$	57.14	PAYROLL ACCRUAL
71847	MN CHILD SUPPORT PAYMENT CTR	\$	457.50	PAYROLL ACCRUAL
71848	NCPERS GROUP LIFE INS	\$	48.00	PAYROLL ACCRUAL
71849	SOUTHWEST INITIATIVE FOUNDATION	\$	246.50	PAYROLL ACCRUAL
71860	AFLAC	\$	1,519.46	PAYROLL ACCRUAL
71861	AFSCME COUNCIL 65	\$	575.92	PAYROLL ACCRUAL
71862	AVIBEN	\$	172.90	PAYROLL ACCRUAL
71863	ISD #129 - MONTEVIDEO	\$	3,399.88	PAYROLL ACCRUAL
71864	MADISON NATIONAL LIFE INS	\$	16,722.87	PAYROLL ACCRUAL

**MONTEVIDEO PUBLIC SCHOOLS  
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71865 METLIFE	\$	7,748.95	PAYROLL ACCRUAL
71866 MN CHILD SUPPORT PAYMENT CTR	\$	549.00	PAYROLL ACCRUAL
71867 SOUTHWEST INITIATIVE FOUNDATION	\$	236.50	PAYROLL ACCRUAL

**TOTAL PAYROLL CHECKS/EFTS**

**\$ 868,540.63**

**MAY 2026 PETTY CASH DISBURSEMENTS**

5/18/2026 **VOID**GROVE, TIM	\$	-	Baseball 5/21/26
5/12/2026 American Heart Association	\$	1,172.00	Dodgeball for the Heart Tournament Fundraiser
5/18/2026 Bald Eagle, Waniyetu	\$	300.00	Native Hand Games presenter
5/18/2026 BOLD Schools	\$	80.00	C-Squad track & field meet
5/21/2026 Cortez, James	\$	150.00	Baseball 5/21/26
5/5/2026 Ekren, Mark	\$	180.00	Track Starter 5/5/26
5/18/2026 Ekren, Mark	\$	298.40	Sub Section Track 5/21/26
5/18/2026 Foslien, Adam	\$	150.00	Baseball 5/21/26
5/28/2026 Geunther, Christian	\$	135.00	Section Baseball 5/28/26
5/12/2026 GROVE, TIM	\$	250.00	Baseball DH 5/12/26
5/12/2026 Gullickson, Vance	\$	250.00	Softball DH 5/12/26
5/12/2026 Hoffman, Marty	\$	250.00	Baseball DH 5/12/26
5/18/2026 Ironheart-Tremblay, Morgan	\$	300.00	Native Hand Games presenter
5/5/2026 Johnson, Steve	\$	150.00	Softball 5/5/26
5/5/2026 Karas, Blake	\$	250.00	Softball 5/9/26
5/18/2026 Kennedy & Graven School Law Seminar	\$	140.00	2026 Back to School Legal Update - J Skjeveland
5/12/2026 Kleinwolterink, Joe	\$	250.00	Softball DH 5/12/26
5/5/2026 Knudson, Ryan	\$	250.00	Softball 5/9/26
5/18/2026 Lakeview ISD #2167	\$	100.00	C-Squad Track & Field Meet
5/18/2026 Lohtka, Mike	\$	319.00	Sub Section Track 5/21/26
5/28/2026 Mages, Julia	\$	125.00	Accompanist
5/28/2026 Meunchow, Stacy	\$	41.65	Lunch account balance
5/18/2026 MN State High School League	\$	40.00	Ref #044519 - State Speech entry fee
5/18/2026 Morris Area Schools	\$	125.00	Track Meet Entry Fee
5/5/2026 MRI Software LLC	\$	10.00	Inv. MRIUS2770404 - Background check
5/28/2026 Rivera, David Jr & Cassandra	\$	17.00	Refund lost library book (Elliot)
5/18/2026 Shackelford, Rick	\$	249.00	Sub Section Track 5/21/26
5/18/2026 SMSU Planetarium	\$	160.00	3rd Grade Field Trip 5/21/26
5/18/2026 St. Charles High School	\$	337.50	Baseball at Gustavus
5/5/2026 Swan, Michael	\$	150.00	Softball 5/5/26
5/5/2026 US Post Office	\$	370.00	Non Profit Mailing fee
5/28/2026 Wellness For Living	\$	300.00	Paint Bomb Art
5/28/2026 Will, Grant	\$	135.00	Section Baseball 5/28/26

**MAY 2026 PETTY CASH TOTAL \$ 7,034.55**

**Independent School District No. 129  
TREASURER'S REPORT TO THE SCHOOL BOARD**

Date of Report: June 2026

For the Month of: May 2026

Funds	Balance Beginning of Month	Receipts	Disbursements	Accounting/P rior Year Adjustments	Balance End of Month
General	1,724,277.21	5,365,599.65	4,499,512.51		2,590,364.35
Food Service	745,641.94	141,828.68	152,923.67		734,546.95
Community Service	-566,164.66	175,186.15	158,663.07		-549,641.58
Capital Outlay	-741,052.83	13,194.98	51,136.84		-778,994.69
Building Construction	325,951.24	1,857.63	181,740.00		146,068.87
Debt Service	446,658.01	127,950.86	1,500.00		573,108.87
Flex Benefit	7,273.34	6,951.43	2,127.03		12,097.74
Student Activities	445,158.12	42,767.29	13,058.83		474,866.58
MRVED	2,189,654.80	141,796.69	249,490.17		2,081,961.32
<b>TOTALS</b>	<b>4,577,397.17</b>	<b>6,017,133.36</b>	<b>5,310,152.12</b>	<b>0.00</b>	<b>5,284,378.41</b>

**RECONCILEMENT OF TREASURER'S BALANCE WITH BANK STATEMENTS**

Bank	Bank Balance	Outstanding Checks	Outstanding Deposits	Other Reconciling Items	Balance Per Treasurer's Books
<b>Checking</b>					
Old National Bank	\$229,443.77	\$103,674.14	\$1,920.22	-\$30,948.47	\$ 96,741.38
MinnWest Bank	\$36,153.75			-\$22,795.01	\$ 13,358.74
Flex Account	\$12,719.41	\$621.67			\$ 12,097.74
HS Checking - MW	\$2,942.31	\$31.18			\$ 2,911.13
<b>Trust Accounts</b>					
			<b>Interest Rate</b>		
PMA MN Trust			3.55%		\$ 2,274,333.27
PMA - 2025A			3.55%		\$ 617,808.68
Liquid Asset Fund			3.49% & 3.58%		\$ 458,038.91
<b>Investments</b>					
		<b>Maturity Date</b>			
Co-op Credit Union					\$ 330.73
Old National Bank- Scholarship		6/11/2026	4.26%		\$ 146,345.83
MN Trust Full Flex (TFed CU), IL		6/30/2026	3.63%		\$ 260,461.97
First National Bank of McGregor, TX		7/21/2026	4.75%		\$ 227,900.00
ServisFirst Bank, FL		7/21/2026	4.98%		\$ 226,950.00
First Internet Bank of Indiana, IN		7/27/2026	4.47%		\$ 229,700.00
Consumers Credit Union, IL		8/28/2026	4.08%		\$ 240,100.00
American Commercial Bank & Trust		1/25/2027	3.96%		\$ 236,700.00
Solera National Bank, CO		1/25/2027	3.69%		\$ 240,600.00
Investors Choice			0.01%		\$ 0.03
<b>Treasurer's Balance Per Books</b>					<b>\$5,284,378.41</b>

# June Board Updates

## Hawks Nest: Kelly Snell

Summer Community Education-Recreation programming began during the week of June 1 and is now fully underway. In addition to our year-round staff, we hired Gavin Marty as our Water Safety Instructor (WSI)-Certified Swim Supervisor and Mitchel Koebnick as Ball Supervisor, along with several student employees. Registration numbers for summer activities are strong, with a wide variety of opportunities available for participants of all ages and interests.

In May, Community Education launched ARUX, our new course registration and facility management platform. Initial feedback from the public has been very positive, with users reporting that the system is easy to navigate and that creating a family profile is intuitive. Staff continue to learn the invoicing and reporting functions of the platform. We anticipate that by fall, ARUX will integrate with BOUND, the new athletics and activities management system being used by the school district.

Thunderhawk Care was closed May 29 and June 1–2 to allow staff time to deep clean classrooms, prepare spaces for summer programming, and complete annual training requirements necessary for licensing compliance. Little Thunderhawk Care added a Summer PreK classroom, which allowed us to enroll several families from our waitlist into younger-age programs. Current enrollment in Little Thunderhawk Care is 59 children.

Junior Thunderhawk Care has relocated to Sanford for the summer. This move better accommodates the needs of older students while providing closer access to recreation activities. Staff escort students to and from activities held at the middle school, high school, TACC, and local ball fields. Current enrollment in Junior Thunderhawk Care is 58 students.

Early Childhood Family Education (ECFE) will again offer Ready4K, Little Explorers, and several one-time parent-child classes this summer. Registration for Ready4K is currently lower than anticipated, while enrollment in Little Explorers has exceeded expectations. Staffing will be adjusted as needed to best support participating families.

## MES: Heidi Sachariason

### MES FAMILY ENGAGEMENT

#### MES Hawk News

MES provides families with weekly newsletters. This is a strategy we use at the elementary level to keep families informed. Below are the newsletters we

have had for families so far this year. Staff also receive a newsletter each week.

- [May 8th MES News for Families](#)
- [May 15th MES News for Families](#)
- [May 22nd MES News for Families](#)
- [May 29th MES New for Families](#)

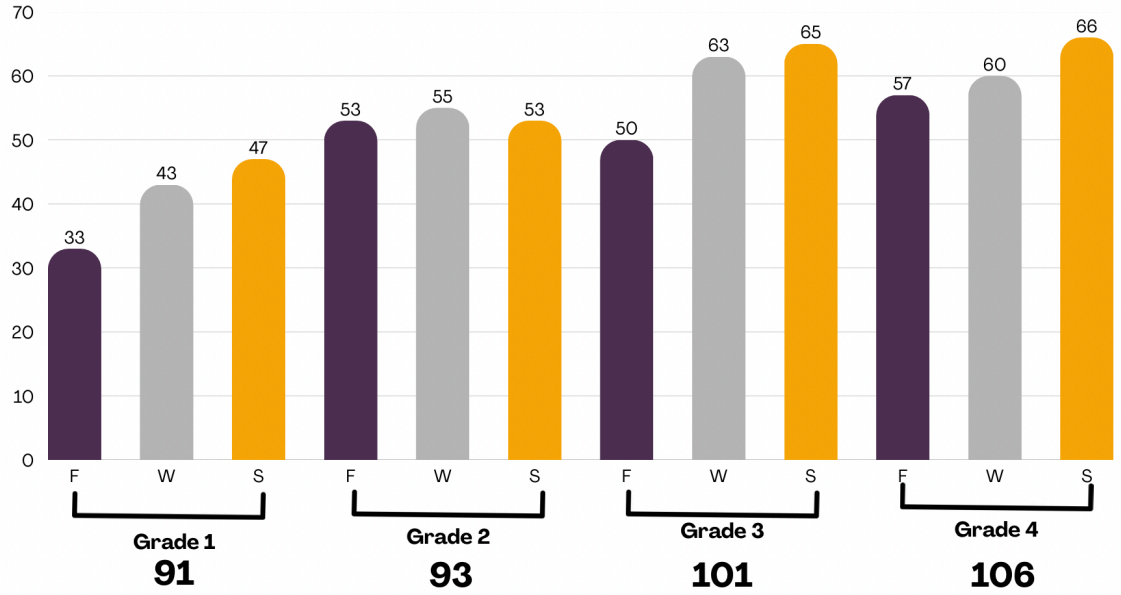
## STUDENT ACHIEVMENT

### Universal Screener

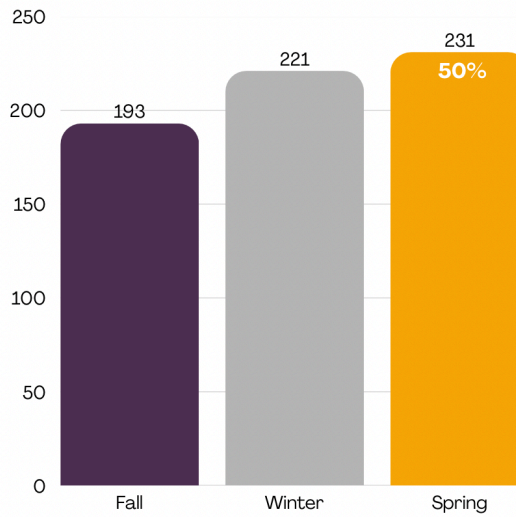
According to our spring data, 50% of our students were meeting or exceeding benchmark in math this spring and 51% of students were meeting or exceeding benchmark in reading.

For students in K-2 we use FastBridge Data. This is our second year utilizing this assessment. For grades 3-4, we have switched back to using Star data. MDE requires schools to use FastBridge (or DIBLES) for a common screener in grades K-2. However, in grades 3-4, we tried Fastbridge last year for continuity. However, we found we preferred STAR for the older students as there are more ways we find to use the data.

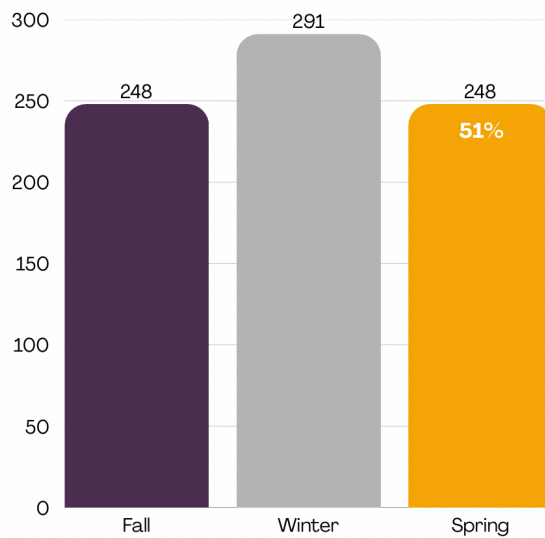
# Math: Students meeting or exceeding benchmark



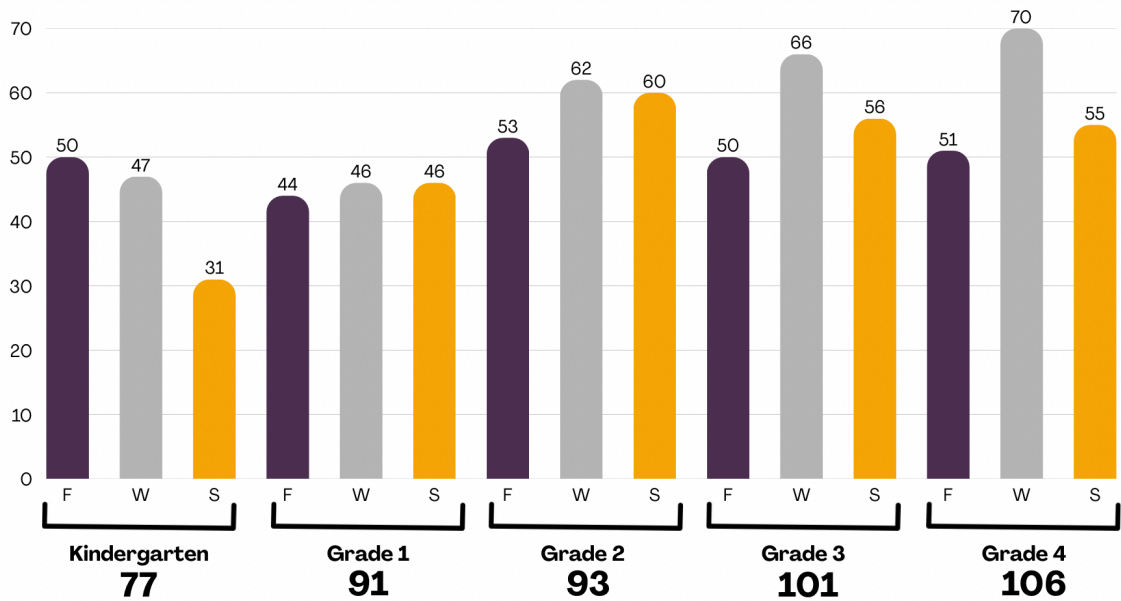
# MES Math: Students meeting or exceeding benchmark



### MES Reading: Students meeting or exceeding benchmark



### Reading: Students meeting or exceeding benchmark



MMS: Shawn Huntley

Insert Update Here

# MHS: Tanya Maethner

Insert Update Here

# MTSS: Heidi Huseby

Dear School Board Members!

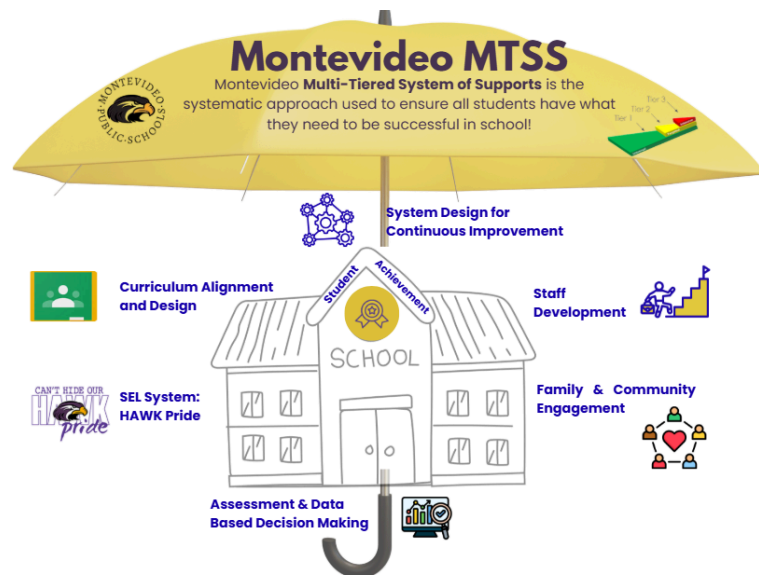


Assessment & Data  
Based Decision Making:

The 2025–2026 school year has come to an end. Through the lens of MTSS the end of the year means data, data, data! Data shows us many things. And how we use it is the most important reason for assessment.

- How did students perform on end of the year testing?
- Did students show growth?
  - If yes, why?
  - If not, why?
- Where was growth made?
- How can teachers look at data to inform instruction?
- In an MTSS system, how can students be best supported next year according to data?

Our data system is growing! Our district has created a system for teachers to quickly retrieve student data including: universal screening data, interventions and progress made on interventions. This system does not require teachers to log into a separate system, nor does it cost the district extra money! The system is built through Google sheets, and uses our district Shared drive and our SIS: JMC to get the information to teachers.

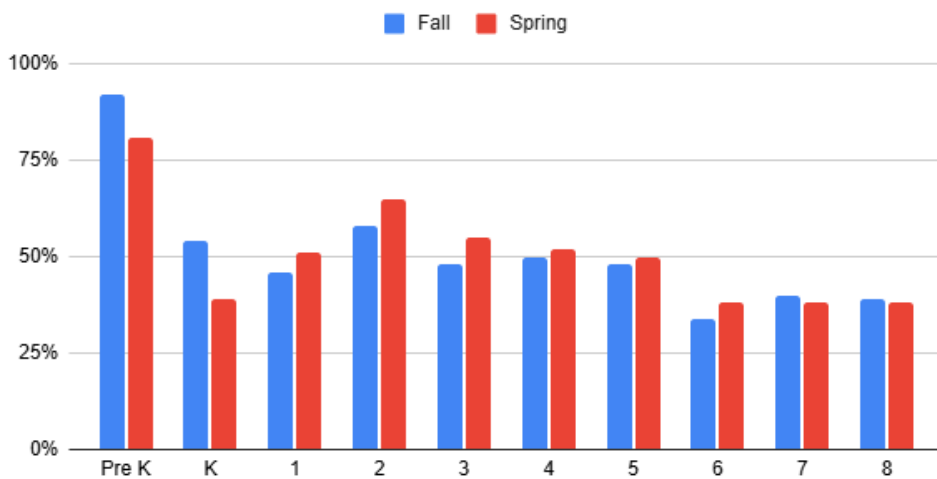


At the end of this year, teachers reviewed their classroom data and took time to update the new MTSS student data cards for the next year's teacher. This information is critical to understand where students have strengths and weaknesses. Providing teachers with data on day one is a powerful tool for instruction.

Below are graphs showing Fall-Spring Data by grade, through grade 8.

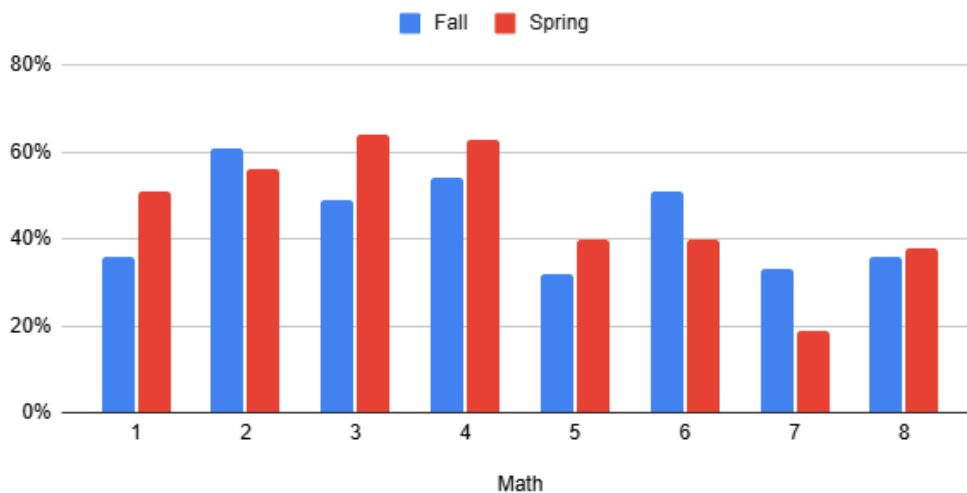
### Percent of Students Reading at Grade Level: Fall and Spring

Fall '25- Spring '26



### Percent of Students Meeting Benchmark in Math:

Fall '25- Spring '26



**Activities: Michael Trewick**

Activities is doing a Board Presentation this meeting

# MMS June School Board Report

## Executive Summary

As we wrap up another incredible academic year, I am thrilled to present this end-of-year report highlighting the transformative shifts in our school culture. This year, our primary objective was to move from a reactive approach to discipline toward a proactive, celebration-centered environment that recognizes the whole child—behaviorally, academically, and socially.

Thanks to the tireless dedication of our staff and the enthusiastic participation of our students, I am proud to report an **18% reduction in overall behavior referrals** compared to the previous school year. This means more time spent in classrooms, higher student engagement, and significantly more positive building morale.

## The Foundation: HAWK Pride Framework & Monthly Recognition

The cornerstone of our success this year was the revitalization of our Positive Behavioral Intervention and Supports (PBIS) framework, affectionately known on campus as **HAWK Pride**. Instead of catching students doing wrong, our staff dedicated themselves to catching students doing right.

- **Daily HAWK Awards:** Staff members utilized these awards to instantly recognize and validate students exhibiting core values like responsibility, respect, and community leadership.
- **Students of the Month:** To sustain this momentum, we honored **11 students each month** who consistently displayed exemplary HAWK Pride behavior. These individuals served as standard-bearers for our school culture and were celebrated campus-wide.

## Quarterly Advisory Challenges: Friendly Competition with Big Rewards

To keep the momentum going throughout the year, we introduced **two advisory challenges per quarter**. These challenges transformed peer groups into supportive teams, holding each other accountable for both behavioral and academic success.

We focused our challenges on four critical areas of student improvement:

Challenge Focus Area	The Goal
Office Discipline Referrals	The lowest number of behavior incidents per advisory.
Class Attendance	Least number of tardies to class.

<b>Academic Accountability</b>	Fewest number of missing assignments.
<b>Academic Excellence</b>	Least number of "D" and "F" grades across the quarter.

### Rewarding the Hard Work

Winning advisories celebrated their victories with high-incentive rewards that kept engagement exceptionally high all year long. Rewards included **hot chocolate bars** on chilly winter mornings, **pizza parties**, private **movie matinees** at the local theater, and advisory **bowling trips**.

### Culminating End-of-Year Recognitions

While our quarterly challenges kept students motivated day-to-day, our end-of-year awards ceremony allowed us to celebrate sustained excellence, leadership, and growth across the entire student body. At the close of the school year, we proudly recognized students in the following categories:

- **Academic Excellence & Growth:** We honored our highest achievers with the **Presidential Award for Academic Excellence**, while also shining a spotlight on students who showed tremendous resilience and progress via the **Presidential Award for Academic Growth**.
- **Honor Roll:** A substantial portion of our student body maintained high academic standards, earning placements on the **A and B Honor Roll** for the school year.
- **Perfect Attendance:** We celebrated the dedication of students who did not miss a single day of instruction, a critical factor in our overall academic gains.
- **Presidential and National Fitness Awards:** Recognizing that wellness extends beyond the classroom, these awards honored our students' physical fitness, stamina, and dedication to healthy lifestyles.
- **Student Leadership:** We extended our gratitude to our **Student Council members**, who served as the voice of the student body and helped drive many of our campus spirit initiatives this year.

### Looking Ahead

An **18% decrease in referrals**, combined with robust academic and leadership honors, proves that a culture of celebration breeds a culture of success. Reclaiming instructional time has allowed our students to thrive across all metrics.

As we look toward the next school year, we plan to expand the HAWK Pride framework to include more student-led mentoring initiatives and even deeper community partnerships for our challenge rewards. I want to thank the School Board for your unwavering support of our

initiatives and resources, which allow our middle school students to truly soar.

# 2026 SPRING ACTIVITY HONORS AND AWARDS

## **BOYS TRACK & FIELD**

### State Participant

Adam Van Binsbergen

### All Conference

Tosten Christenson

Ethan Jakobs

Kevin Isaguirre

Adam Van Binsbergen

### All-State

\*list sent later

### Academic All-State

\*list comes out end June/July

## **GIRLS TRACK & FIELD**

### State Participant

Elizabeth O'Malley

Joya Anspach

Taryn Stenson

Jessa Norby

### All Conference

Emmary Birhanzl

Elizabeth O'Malley

Anika Arends

Joya Anpach

## **SOFTBALL**

### All Conference

Megan Koosmann

### All Conference Honorable Mention

Janie Miller

### Academic All-State

Gabrielle Augeson

Emmary Birhanzl

Peyton Dack

Kylieann Johnson

Destiny Rittel

### 3AA All-Section Team

Megan Koosmann

## **TENNIS-BOYS**

### State Individual Participant

### All-Conference

Brayden Johnson

Brady Backer

Fernando Chaves

### All Conference Honorable Mention

Christopher Negen

### Academic All-State

\*list sent later

## **BASEBALL**

### Conference Player of the Year

Griffin Epema

### Conference Pitcher of the Year

Brody Dack

### All Conference

Griffin Epema

Brody Dack

Ben Gunlogson

Jackson Koenen

Cameron Kibler

Caleb Klaassen

### All Conference Honorable Mention

Brendan Koosmann

### 3AA All Section Team

\*list sent later

## **GOLF-GIRLS**

### All Conference Honorable Mention

Valeria Turcios

## **GOLF-BOYS**

### All Conference

Ty Ricke

Sonny Dahl

### All Conference Honorable Mention

Tristan Nelson

# 2026 SPRING ACTIVITY HONORS AND AWARDS

## **KNOWLEDGE BOWL**

### State Participant

Lara Krueger  
Sophie Sonstegard  
Julia Mages  
Bergen Ludwig  
Ashley Klaassen

## **SPEECH**

### State Participant

Valeria Turcios  
Alex Fultz

## **FFA**

### State Participant

Payton Dack  
Leighton Schmidt  
Avrielle Fultz  
Brooklyn Perderson  
Cali Janke  
Anika Brown  
Kendall Boling  
Lucy Schiller  
Destiny Rittel  
Gillian Nelson  
Addison Pauling  
Emmary Birhanzl  
Kamryn Bjerkeset  
Kory Birhanzl  
Alissa Kwilinski  
Trynity Hill  
Elliot Dack  
Joseph Johnson  
Jack Loehr  
Keenan Foley  
Evan Janke  
Elijah Huntley

### State Degrees

Emmary Birhanzl

## **Montevideo Arts, Academics and Athletics (AAA) recipients**

Junia Fitzkappes

## **SENIOR ATHLETIC AWARDS**

### Alice Einerson

Emmary Birhanzl

### Floyd Arnold

Brody Dack

### VFW Most Dedicated / Improved

Nels Baukol  
Kylieann Johnson

### United States Marine Corps Distinguished Athlete

Elizabeth O'Malley  
Ben Gunlogson

### US Army Reserve Scholar Athlete

Gabrielle Augeson  
Ben Gunlogson

## **All-State Choir**

Anya Burmeister  
Patrick Baukol

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

MSBA/MASA Model Policy 602

Orig. 1995

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

Rev.

2025<sup>4</sup>

## **602 ORGANIZATION OF SCHOOL CALENDAR AND SCHOOL DAY**

### **I. PURPOSE**

The purpose of this policy is to provide for a timely determination of the school calendar and school day.

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

The school calendar and schedule of the school day are important to parents, students, employees, and the general public for advance, effective planning of the school year.

### **III. CALENDAR RESPONSIBILITY**

- A. The school calendar shall be adopted annually by the school board. It shall meet all provisions of Minnesota statutes pertaining to minimum number of school days and other provisions of law. The school calendar shall establish student days, workshop days for staff, provide for emergency closings and other information related to students, staff, and parents.

**[NOTE: The annual school calendar must include at least 425 hours of instruction for a kindergarten student, 935 hours of instruction for a student in grades 1 through 6, and 1,020 hours of instruction for a student in grades 7 through 12, not including summer school. The school calendar for all-day kindergarten must include at least 850 hours of instruction for the school year. If a voluntary prekindergarten program is offered by the school district, a prekindergarten student must receive at least 350 hours of instruction for the school year. A school board's annual calendar must include at least 165 days of instruction for a student in grades 1 through 11 unless a four-day week schedule has been approved by the Commissioner of the Minnesota Department of Education under Minnesota Statutes, section 124D.126. A school board's annual school calendar may include plans for up to five days of instruction provided through online instruction due to inclement weather. The inclement weather plans must be developed according to Section V., below.]**

**[NOTE: To the extent the school board offers K-12 teachers the opportunity for more staff development training under Minnesota Statutes, section 122A.40, subdivisions 7 and 7a, or Minnesota Statutes, section 122A.41, subdivisions 4 and 4a, the school district shall adopt as its school calendar a total of 240 days of student instruction and staff development, of which the total number of staff development days equals the difference between the total number of days of student instruction and 240 days. The school board may schedule additional staff development days throughout the calendar year.]**

- B. Except for learning programs during summer and flexible learning year programs, the school district will not commence an elementary or secondary school year before Labor Day, except as provided in Section III.B.1., III.B.2., or III.B.3. Days devoted to teacher's workshops may be held before Labor Day.
1. The school district may begin the school year on any day before Labor Day to

accommodate a construction or remodeling project of \$400,000 or more affecting a school district school facility.

2. The school district may begin the school year on any day before Labor Day if the school district has agreement under Minnesota Statutes, section 123A.30, 123A.32, or 123A.35 with a school district that qualifies under Section III.B.1.
3. The school district may begin the school year on any day before Labor Day if the school district agrees to the same schedule with a school district in an adjoining state.

**[NOTE: The 2025 Minnesota legislature enacted the following:**

**Notwithstanding Minnesota Statutes, section 120A.40, paragraph (a), or other law to the contrary, for the 2026-2027 and 2027-2028 school years only, a school board may vote to begin the school year on September 1 or later. Nothing in this section limits a district's authority to begin the school year on any day before Labor Day under section 120A.40, paragraph (b).]**

- C. Employee and advisory groups shall be provided an opportunity to participate in school calendar considerations through a meet and confer process.

**[NOTE: The school board should attempt to establish the calendar as early as possible so proper planning can take place by all members of the school community.]**

**IV. SCHOOL DAY RESPONSIBILITY**

- A. The superintendent shall be responsible for developing a schedule for the student day, subject to review by the school board. All requirements and provisions of Minnesota Statutes and Minnesota Department of Education Rules shall be met.
- B. In developing the student day schedule, the superintendent shall consider such factors as school bus schedules, cooperative programs, differences in time requirements at various grade levels, effective utilization of facilities, cost effectiveness, and other concerns deserving of attention.
- C. Proposed changes in the school day shall be subject to review and approval by the school board.

**V. E-LEARNING DAYS**

- A. An "e-learning day" is a school day where a school offers full access to online instruction provided by students' individual teachers due to inclement weather.
- B. A school district may designate up to five e-learning days in one school year.
- C. An e-learning day is counted as a day of instruction and included in the hours of instruction pursuant to Section III.A., above.
- D. A school board may adopt an e-learning day plan after consulting with the exclusive representative of the teachers. The e-learning day plan developed by the school district will include accommodations for students without Internet access at home and for digital device access for families without the technology or with an insufficient amount of

technology for the number of children in the household. The plan must also provide accessible options for students with disabilities.

- E. The school district must notify parents and students of its e-learning day plan at the beginning of each school year.
- F. When an e-learning day is declared by the school district, notice must be provided to parents and students at least two hours prior to the normal school start time that students will need to follow the e-learning day plan for that day.
- G. On an e-learning day, each student's teacher must be accessible both online and by telephone during normal school hours to assist students and parents.
- H. When the school district declares an e-learning day, it must continue to pay the full wages for scheduled work hours and benefits of all school employees for the duration of the e-learning period. During the e-learning period, school employees must be allowed to work from home to the extent practicable, be assigned to work in an alternative location, or be retained on an on-call basis for any potential need.

**Legal References:** Minn. Stat. § 10.55 (Juneteenth)  
Minn. Stat. § 120A.40 (School Calendar)  
Minn. Stat. § 120A.41 (Length of School Year; Hours of Instruction)  
Minn. Stat. § 120A.414 (E-Learning Days)  
Minn. Stat. § 120A.415 (Extended School Calendar)  
Minn. Stat. § 120A.42 (Conduct of School on Certain Holidays)  
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination)  
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions)  
Minn. Stat. § 123A.30 (Agreements for Secondary Education)  
Minn. Stat. § 123A.32 (Interdistrict Cooperation)  
Minn. Stat. § 123A.35 (Cooperation and Combination)  
Minn. Stat. § 124D.126 (Powers and Duties of Commissioner; Flexible Learning Year Programs)  
Minn. Stat. § 124D.151 (Voluntary Prekindergarten Program)  
Minn. Stat. § 124E.25 (Payment of Aids to Charter Schools)  
Minn. Stat. § 127A.41, Subd. 7 (Distribution of School Aids; Appropriation)  
Minn. Stat. § 645.44 (Words and Phrases Defined)

**Cross References:** MSBA/MASA Model Policy 425 (Staff Development)

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

MSBA/MASA Model Policy 606.5

Orig. 2023

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

Rev. 2025

## **606.5 LIBRARY MATERIALS**

### **I. PURPOSE**

The purpose of this policy is to provide direction and to delegate responsibility for selection and reconsideration of library materials.

### **II. GENERAL STATEMENT OF PURPOSE**

The school board recognizes that library materials serve as a vital component of a student's education by enriching the breadth of the curriculum as a whole and meeting the needs and interests of individual students. The purpose of library materials is to meet the needs of all students. Therefore, questions regarding selection and reconsideration of library materials should be handled differently than those concerning textbooks and instructional materials.

To ensure that library materials fulfill this role, the school board delegates to the superintendent or the superintendent's designee responsibility for administering a process for selection of library materials. Responsibility for selection shall rest with professionally trained school district staff, with recognition that the school board has the final authority on selection of library materials. Parents and guardians have the right and the responsibility to determine their children's access to library materials.

**[NOTE: The school board may choose to revise the General Statement of Purpose.]**

### **III. DEFINITIONS**

A. "Library" is the school district resource that holds the library collection that serves the information and independent reading needs of students and supports the curriculum needs of teachers and staff. The term "library" includes a school library media center. The term also includes access to electronic materials.

For school districts with multiple school buildings, the term "library" refers to the resource within a specific school building.

Minnesota Statutes, section 124D.9901, states that a school district or charter school library or school library media center provides equitable and free access to students, teachers, and administrators and that a school library or school library media center must have the following characteristics:

1. ensures every student has equitable access to resources and is able to locate, access, and use resources that are organized and cataloged;
2. has a collection development plan that includes but is not limited to materials selection and deselection, a challenged materials procedure, and an intellectual and academic freedom statement;
3. is housed in a central location that provides an environment for expanded learning and supports a variety of student interests;
4. has technology and Internet access; and

5. is served by a licensed school library media specialist or licensed school librarian.

**[NOTE: The school board may add a sentence that incorporates the term(s) used to identify libraries in the school district, such as "The school district's libraries are commonly referred to as \_\_\_\_\_."]**

- B. "Library collection" consists of the library materials made available to students.
- C. "Library materials" are the books, periodicals, newspapers, manuscripts, films, prints, documents, videotapes, subscription content, electronic and digital materials (including e-books, audiobooks, and databases), and related items made available to students in a school building or through access to electronic materials This term does not include materials made available to students as part of the curriculum.
- D. "Library media specialist" is a teacher holding a Library Media Specialist teaching license issued by the Professional Educator Licensing and Standards Boards and who is trained to deliver library services to students and staff in a library. A library media specialist is authorized under Minnesota Rules to provide to students in kindergarten through grade 12 instruction that is designed to provide information and technology literacy skills instruction, to lead, collaborate, and consult with other classroom teachers for the purpose of integrating information and technology literacy skills with content teaching, and to administer media center operations, programming, and resources.

**[NOTE: The specific titles of the school district's library staff should be used for this definition and substituted for "library media specialist" throughout this model policy. Please note the new 2024 law in Article IV regarding administration of selection and reconsideration procedures.]**

#### **IV. RESPONSIBILITY FOR SELECTION OF LIBRARY MATERIALS**

- A. The school board recognizes the expertise of the school district's professional staff and the vital need of such staff to be responsible for selection of library materials.
- B. While recommendations by administrators, faculty members, students, parents, and other community members may be considered, the final responsibility for selection of library materials shall rest with the library media specialist.
- C. The procedures for selection and reconsideration set forth in this policy will be administered by:
  1. a licensed library media specialist under Minnesota Rules, part 8710.4550;
  2. an individual with a master's degree in library science or library and information science; or
  3. a professional librarian or a person trained in library collection management.
- D. The school board may decline to purchase, lend, or shelve or remove access to library materials legitimately based on:
  1. practical reasons, including but not limited to shelf space limitations, rare or antiquarian status, damage, or obsolescence;

2. legitimate pedagogical concerns, including but not limited to the appropriateness of potentially sensitive topics for the library's intended audience, the selection of library materials for a curated collection, or the likelihood of causing a material and substantial disruption of the work and discipline of the school; or
3. compliance with state or federal law.

**[NOTE: In 2024, the Minnesota legislature enacted a new law—Minnesota Statutes 134.51--that includes the new provisions above.]**

## **V. SELECTION OF LIBRARY MATERIALS**

- A. Selection Criteria: The library materials selection process should result in a library collection that, when considered as a whole, is consistent with the following criteria:
  1. Library materials shall support and be consistent with the general educational goals of the state and the district and the aims and objectives of individual schools and specific courses;
  2. Library materials shall be chosen to enrich and support the curriculum as well as to promote reading for pleasure by responding to the personal needs and interests of student users;
  3. Library materials shall not be excluded because of the race, nationality, religion, sex, gender, or political views of the writer;
  4. Library materials shall be appropriate to and reflect the needs, ages, maturity level, emotional development, ability levels, learning styles, social development, background, diversity, and needs and interests of the students for whom the materials were selected;
  5. Library materials shall meet high standards of quality in one or more of these categories (presented alphabetically):
    - a. Artistic quality and/or literary style;
    - b. Authenticity;
    - c. Critical thinking;
    - d. Educational significance;
    - e. Factual content;
    - f. High interest for intended audience; and
    - g. Readability.
  6. The selection of library materials shall conform to the constraints of the school district budget.

**[NOTE: Before adopting selection criteria, the school board is strongly encouraged to consult with the licensed library media specialist, who possesses professional expertise and experience in selecting appropriate**

**library materials. The school board may choose to adopt selection criteria specifically designed for each school building.]**

**[NOTE: A school board may choose to adopt similar selection criteria for classroom library materials, with the classroom teacher making selection decisions. If a school board chooses to address classroom libraries, the board can decide whether to follow the reconsideration process in this model policy or to create a different process for classroom library materials.]**

- B. The library media specialist shall consult sources and specialists experienced in library materials collections appropriate for the building's students and that are reputable, experienced, unbiased, and professionally trained in school library materials.

**[NOTE: The school board may choose to identify specific sources and specialists that satisfy this paragraph.]**

- C. The superintendent or the superintendent's designee shall be responsible for keeping the school board informed of progress on review and selection of each building's library materials.
- D. Library materials that are outdated, inaccurate, no longer useful for curricular support or reading enrichment, or have not been utilized for an extended period of time may be removed. Library materials that are in poor physical condition may be removed or replaced as determined by the library media specialist or the principal.
- E. Gifts and Donations of Library Materials

Materials offered for donation or gifted to a school library may be accepted if they comply with the library collection selection criteria and approved by the library media specialist. The school district's libraries welcome donations of books and other resource materials from individuals and organizations, but also reserve the right to decline to accept library materials that do not meet the criteria for selection. In addition, financial donations to benefit school district's libraries will be accepted with the understanding that funds will be used to purchase materials that are needed for libraries based on the needs of the individual schools.

## **VI. INDIVIDUAL STUDENT ACCESS TO SPECIFIC LIBRARY MATERIAL**

A parent or guardian may request that access to specific material in the library materials collection be restricted from their student. The school shall take reasonable steps to fulfill this request. This type of request will not result in removal of specific library collection material from the library or restrictions upon any other student accessing specific library materials.

## **VII. RECONSIDERATION OF SPECIFIC LIBRARY MATERIAL**

- A. The school board seeks to uphold students' access to library materials that meet the educational goals and selection criteria set forth in this policy.
- B. A school district employee, student, or a parent or guardian of a school district student may request reconsideration of specific library material on the basis of appropriateness. Access to the material in question shall not be restricted until the procedures listed below have been fully completed and a decision to remove or restrict the materials has been made.

**[NOTE: The school board may decide whether to allow a building principal to**

**remove library materials pending completion of the reconsideration process.]**

C. Informal Request for Reconsideration of Specific Library Material

1. Requests for reconsideration of specific library material shall be directed to the library media specialist and the building principal. The building principal and the library media specialist shall assume responsibility for processing the request on an informal basis.
2. The building principal and/or the library media specialist shall provide an explanation to the individual who submitted the request. The explanation shall include the particular selection criteria that the material in question met in order to be included in the library as curriculum support or as an independent reading choice for students in the building.
3. If the request is not resolved informally, the principal shall submit a report on the matter to the superintendent or the superintendent's designee. The requestor will have an option to initiate a Formal Request for Reconsideration.

D. Formal Request for Reconsideration of Specific Library Collection Material

1. A Formal Request for Reconsideration of specific library material is initiated upon submission of a completed *Formal Request for Reconsideration of Specific Library Collection Material* form. The form must be completed in its entirety for each work that is subject to a request for reconsideration. The principal shall notify the superintendent or the superintendent's designee and the library media specialist of receipt of a completed Formal Request form.

If specific library material is the subject of a Formal Request for Reconsideration and a final decision is made to retain the specific library material, then the specific library material shall not be subject to additional requests for reconsideration for three years following the date of final resolution of the initial Formal Request for Reconsideration.

2. On an annual basis, the Superintendent or the superintendent's designee shall appoint a Library Materials Review Committee (Review Committee). This committee shall include:
  - a. One member of the school district administration
  - b. One principal
  - c. Two teachers
  - d. One library media specialist (or district media specialist or public librarian if the school district does not have a library media specialist)
  - e. Two members of the school district community with no direct connection with the request for reconsideration
  - f. Two student representatives (as appropriate to the specific request).

**[NOTE: This list of Review Committee members is an example. The school board may alter this list. The school district may decide to create Review Committees for individual schools.]**

3. The Review Committee shall establish a date upon which it will discuss the request and whether the specific library collection material conforms to the selection criteria set forth in this policy.
4. The Review Committee
  - a. may consult individuals, organizations, and other resources with relevant professional knowledge on school library material;
  - b. shall examine the specific library material as a whole;
  - c. shall examine the specific library material as to its conformance with the criteria for selection of library materials; and
  - d. shall submit a written report to the superintendent or the superintendent's designee containing the Review Committee's decision on whether to retain, to remove, or to take other action regarding the specific library material.
5. The superintendent or the superintendent's designee shall inform the requestor and the school board of the Review Committee's decision. The requestor may appeal the Review Committee's decision to the superintendent or the superintendent's designee by submitting a written appeal to the superintendent or the superintendent's designee within fourteen (14) days of submission of the Review Committee's decision to the requestor. The superintendent or the superintendent's designee shall provide a written decision on a requestor's appeal within a reasonable time period.

**[NOTE: The school board can decide whether to allow appeal of a Review Committee decision to the superintendent or the superintendent's designee. If appeal to the superintendent or the superintendent's designee is permitted, the school board may direct the superintendent or the superintendent's designee to craft an appeal process or the board may choose to create the process itself.]**

6. The requestor shall have the right to appeal the decision of the superintendent or the superintendent's designee to the school board.

**[NOTE: The school board may decide whether to allow an appeal of a Review Committee decision directly to the school board or whether the appeal to the superintendent or the superintendent's designee is a required intermediary step. If appeal to the school board is permitted, the school board may direct the superintendent or the superintendent's designee or designee to craft an appeal process or the board may choose to create the process itself.]**

## **VIII. CHALLENGE REPORT**

Upon the completion of a content challenge or reconsideration process in accordance with this policy, the school board must submit a report of the challenge to the Commissioner of the Minnesota Department of Education that includes:

- A. the title, author, and other relevant identifying information about the material being challenged;

- B. the date, time, and location of any public hearing held on the challenge in question, including minutes or transcripts;
- C. the result of the challenge or reconsideration request; and
- D. accurate and timely information on who from the school district the Department of Education may contact with questions or follow-up.

**[NOTE: This article was enacted in 2024 by the Minnesota legislature.]**

## **IX. PROHIBITION ON RETALIATION**

The school district may not discriminate against or discipline an employee for complying with Minnesota Statutes, section 134.51.

**[NOTE: This article was enacted in 2024 by the Minnesota legislature.]**

- Legal References:** Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction)  
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.09 (School Board Responsibilities)  
Minn. Stat. § 124D.991 (Public School Libraries and Media Centers)  
Minn. Stat. § 134.51 (Access to Library Materials and Rights Protected)  
Minn. Rules Part 8710.4550 (Library Media Specialists)  
*Bd. of Educ., Island Trees Union Free Sch. Dist. No. 26 v. Pico*, 457 U.S. 853 (1982)  
*Virginia State Bd. of Educ. v. Barnette*, 319 U.S. 624, 642 (1943)
- Cross References:** MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)



**2026-2027 RESOLUTION FOR MEMBERSHIP  
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE  
Membership Renewal Form**

**This form must be completed once for each school in the district.**

**Must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2026. Retain one copy for the school files.**

**RESOLVED**, that the Governing Board or Entity of \_\_\_\_\_ (Name of School) located in the State of Minnesota delegates the control, supervision and regulation of interscholastic activities and athletics (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

**FURTHER RESOLVED**, that the school listed is authorized by this, the Governing Board of said school district or school to renew its membership in the Minnesota State High School League; and to participate in the approved interscholastic activities and athletics sponsored by said League and its various subdivisions.

**FURTHER RESOLVED**, that this Governing Board or Entity hereby adopts the Constitution, Bylaws, Policies, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or school, or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities and athletics. Further, the administration and responsibility for determining student eligibility and for the supervision of such activities and athletics are assigned to the official representatives identified by this Governing Board or Entity.

***Signing this Resolution for Membership affirms that this Governing Board has reviewed all required membership materials provided by the League which defines the purpose and value of education-based activity and athletic and programs and defines each member school's responsibilities.***

*Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Student Code of Responsibilities (Bylaw 206.2) violations for students participating in activity and athletic programs by member schools.*

The above Resolution was adopted by the Governing Board or Entity of this school or district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

**The following is taken from the MSHSL Constitution:**

**208.00 LOCAL CONTROL**

**208.01 Designated School Representatives**

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote.

**One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.**

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

**208.02 Designated Activity Representatives**

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

**208.03 Local Advisory Committee**

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

\_\_\_\_\_  
Name of School (Please Print)

**208.01 VOTE ON BEHALF OF THE HIGH SCHOOL**

\_\_\_\_\_  
(Designated School Board Member – please print)

\_\_\_\_\_  
(Designated School Representative – please print)

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Email Address

**208.02 ACTIVITY REPRESENTATIVES**

\_\_\_\_\_  
(Boys Sports – please print)

\_\_\_\_\_  
(Girls Sports – please print)

\_\_\_\_\_  
(Speech – please print)

\_\_\_\_\_  
(Music – please print)

**208.03 LOCAL ADVISORY COMMITTEE MEMBERS**

\_\_\_\_\_  
(Board Member—please print)

\_\_\_\_\_  
(Student—please print)

\_\_\_\_\_  
(Parent—please print)

\_\_\_\_\_  
(Faculty Member—please print)

\_\_\_\_\_  
(Mailing Representative—please print)

The Mailing Representative is the person to whom mailings go. This is usually the Activity Director.

Print Name: \_\_\_\_\_  
(Clerk/Secretary - Local Governing Board)

Print Name: \_\_\_\_\_  
(Superintendent or Head of School)

Signed: *Signature required*  
\_\_\_\_\_

(Clerk/Secretary - Local Governing Board)

*electronically through DocuSign*

Date: \_\_\_\_\_

Signed: *Signature required*  
\_\_\_\_\_

(Superintendent or Head of School)

*electronically through DocuSign*

Date: \_\_\_\_\_

RESOLUTION ESTABLISHING DATES  
FOR FILING AFFIDAVITS OF CANDIDACY

BE IT RESOLVED by the School Board of Independent School District No.129, State of Minnesota, as follows:

1. The period for filing affidavits of candidacy for the office of school board member of Independent School District No.129 shall begin on July 14, 2026, and close on July 28, 2026. An affidavit of candidacy must be filed in the office of the school district clerk, and the \$2 filing fee must be paid before 5:00\*\* p.m. on July 28, 2026.
2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the district's official newspaper at least two (2) weeks before the first day to file affidavits of candidacy.
3. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the school district's administrative offices at least ten (10) days before the first day to file affidavits of candidacy.
4. The notice of said filing dates shall be in substantially the following form:

NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD  
INDEPENDENT SCHOOL DISTRICT NO. 129  
MONTEVIDEO  
STATE OF MINNESOTA

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No. 129 shall begin on July 14, 2026, and close at 5:00\*\* p.m. on July 28, 2026.

The general election shall be held on Tuesday, November 3, 2026. At that election, three members will be elected to the School Board for four (4) years each.

Affidavits of Candidacy are available from the school district clerk (2001 William Ave., Montevideo, MN 56265). The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or next ensuing general election.

The affidavits of candidacy must be filed in the office of the school district clerk, and the filing fee must be paid before 5:00\*\* p.m. on July 28, 2026.

Dated: June 8, 2026

BY ORDER OF THE SCHOOL BOARD

/s/

School District Clerk

\*\* The Secretary of State's office takes the position that the office must be open until 5:00 p.m. to receive filings on the last day for filing.

Adopting this resolution is discretionary; publishing the notice is mandatory.

\* Note that the filing dates in districts that have opted into the primary law are between 70 and 84 days before the second Tuesday in August. Filing dates for all other districts are between **84** and **98** days before the school district general election date.

RESOLUTION RELATING TO THE TERMINATION AND NON-RENEWAL OF THE TEACHING CONTRACT OF KYLIE WILLEMS, A NON-TENURED PROBATIONARY TEACHER.

Background: Kylie Willems is currently working as a 4<sup>th</sup> Grade Elementary Teacher at Sanford Elementary School.

Member \_\_\_\_\_ introduced the following Resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NON-RENEWAL OF THE TEACHING CONTRACT OF  
KYLIE WILLEMS

WHEREAS, Kylie Willems, is a probationary teacher in Independent School District #129

BE IT RESOLVED, by the School Board of Independent School District #129, that pursuant to Minnesota Statutes 122a.40, Subdivision 5, that the teaching contract of Kylie Willems, a probationary teacher in Independent School District #129, is hereby terminated at the close of the current 2025-2026 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and nonrenewal of their contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION  
AND NON-RENEWAL

Kylie Willems  
Montevideo, MN 56269

Dear Kylie Willems:

You are hereby notified that at a regular meeting of the Board of Education of Independent School District #129 held on Monday, June 8, 2026, a Resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2026-2027 school year. Said action of the Board is taken pursuant to M.S. 122a.40, Subdivision 5. You may officially request that the school Board give its reasons for the non-renewal of your teaching contract.

Yours very truly,  
Dr. Jamie S. Skjeveland, ED. D., Superintendent

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

and the following voted against the same: None.

whereupon said resolution was declared duly passed and adopted

# Montevideo ISD #129

## Coaches Handbook

### I. Coaching General Information

Head coaches shall be responsible for the functioning of the entire program. He/she shall meet with the coaches on all levels of the program so they understand the philosophy in developing the activity to its full potential. It is expected that the head coaches will coach the “program” not just the varsity team.

#### Athletic Fees and Scholarship

##### Fees for the 2025-26 Season

7<sup>th</sup>-8<sup>th</sup> Grade: \$80 per sport

9<sup>th</sup>-12<sup>th</sup> Grade: \$125 per sport

- Individual max of \$300.
- Free/reduced lunch students pay 50% of regular fee

##### Refund Procedure

- Refunds for a student deciding to terminate their participation in a sport or activity, will only be issued within the first week.
- Students are allowed to sign-up for activities until the fourth Monday following the start date.
- During the season, if a student has a season-ending injury or illness, a refund will be prorated based on the portion of the season completed up that point.
  - Refunds will not be issued if the season is more than 50% complete.

#### 1. Certification

All head coaches in the Montevideo Schools must meet the Head Coach requirements set forth by the MSHSL. As of Fall 2026 all Montevideo ISD coaches, including volunteers, must complete the four Continuing Education Requirements (CERs) and concussion requirements on the MSHSL website. If the coach is not a district employee, they must have a background check completed by the Montevideo School District. All assistant coaches must be supervised by the head coach.

All head and assistant coaches are expected to meet the yearly MSHSL requirements before the first contest. Information is located on the MSHSL website.

2. Conditioning

It is expected that all coaches are to follow the rules and policies of the MSHSL regarding conditioning and pre-season heat acclimatization. It is also the policy of our activities program to refrain from punishment conditioning at an intolerable and/or humiliating level.

3. Dismissals

Please email the activities administrative assistant, two days prior to the day of the event. Please include the time your student-athletes need to be dismissed from school and a list of the students that are to be dismissed for each particular event.

Announcements are e-mailed to all staff by 10:00 a.m. daily.

If you are a teacher in the school district and will need a substitute for the class time you will miss for your event, use AESOP employee absence system to arrange for a sub at least two days prior to your event.

4. Injuries / Medical Procedure

- i. All injuries and accidents must be reported to the Activities Director and Athletic Trainer within two days.
- ii. Any injuries requiring medical attention (including a doctor's appointment) will require a coach to fill out the School District Accident Form describing the circumstances of the accident..
- iii. If an injury requires emergency medical services or hospitalization, the Activities Director should be immediately notified.
- iv. Emergency First Aid kits shall accompany the team at all times. These kits shall be kept with the team equipment after the season.
  1. It is the coach's responsibility to communicate with the athletic trainer and keep medical kits stocked.
- v. Coaches should follow all injuries / accidents up with a phone call to parents.

5. Locker Rooms

All coaches will be responsible to ensure that locker rooms are properly monitored and the facility is locked after practice. It is advised that student valuables should be locked securely.

Locker rooms may at NO TIME be propped open; this is a fire code violation. For Middle School programs, a member of the coaching staff will need to be available to open the locker room for participants at the beginning and end of practice, they should remain in (if applicable) the locker room or nearby to provide supervision. Coaches are

not to leave school until they ensure the locker room is empty and all students have cleared the school, or practice area.

## 6. Meetings

Coaches are expected to be present at coaches' meetings. There will be a full coaching staff meeting at the beginning of each school year and seasonal head coaches' meetings at the beginning of each season. Special meetings may be held periodically.

All head coaches are expected to hold a pre-season meeting with their coaching staff and are encouraged to conduct periodic staff meetings throughout the season.

Head coaches are expected to attend section and conference meetings that pertain to their sport. District transportation may be used.

All programs must hold a pre-season parent meeting. Information on time and date of the meeting should be communicated to Activities Director and the Activities Administration Assistant.

## 7. Pre-Season Program Duties

All coaches will be required to have a "Parent Informational Meeting" approximately one week prior to the start of their season. This meeting should be publicized in the school announcements (if during school year), and on the school website.

The meeting should provide parents with the following information:

- Start Date, Time and Location of First Practice
- Necessary equipment that family may need to purchase and/or what student-athlete should have at each practice – especially first.
- Contact information of coaches - at least one form of contact information (phone #, email, etc.) **MUST** be provided for each coach
- Overview of season procedures...time practices will end, what student-athletes should pack on game days, things to know about the sport.
- Discuss and explain eligibility rules and award requirements with participants.
- Discuss team goals, dress code, personal conduct, practice schedule, care of facility and equipment, school travel, and school requirements.

Head coaches shall work with the Activities Director to complete MSHSL and High School requirements:

- Students will not be allowed to practice until the coach receives confirmation from the Activities Director that a physical is on file, and/or the coach has the physical in their hand.
- Students will not be allowed to compete until they have completed all necessary

online registration forms.

- Complete a roster with grade, height and uniform numbers.
- Work with Activities Office arrange for team pictures and media day in first month of practice.

#### 8. Post-Season Duties

All coaches will be responsible to complete the following requirements at the end of their season:

- Check-in and store equipment
- Complete inventory (see # 14)

i. Head coaches will be responsible to complete the following, additional, requirements

- Make All-Conference Selections
- Select team award winners and present the list to Activities Director, before giving the award
- Prepare for team banquet or award ceremony
- Make suggested changes in schedule to Activities Director
- Do an evaluation of season, staff, and self

#### 9. Required Student-Athlete Information

All forms listed must be completed, signed, and returned to the Activities Director before the participant will be permitted to practice or compete.

- Physical Examination – A participant is required to undergo a physical examination once every three years. If the participant has a history of medical problems, we would recommend yearly examinations.
- MSHSL Athletic Eligibility and Student Information Form – The bulletin and information form are both part of the online registration documents that parents and students must complete and sign electronically.

#### 10. Scheduling

Games, tournaments, and scrimmages are to be scheduled by or through the Activities Director. Priority in scheduling will be given to conference affiliation, section opponents, and distance. A primary concern will be given to our athletes.

The following are policies for practice and game scheduling:

1. No athletic event or practice may be held on Sunday, without prior administrative approval (Trap and skeet).
2. Events may not be scheduled on political caucus days after 6:00pm, and between 6:00 and 8:00pm on general election days.

3. Wednesdays are considered “Church Nights” by the community and, therefore, no events are to be scheduled or practices held after 6:00pm on Wednesday nights except as approved by administration or when section playoff dates fall on a Wednesday.
4. Coaches are to prepare a list of practice times for vacation periods and give this to the Activities Director.

#### 11. Scores / Game Results / Promotion

All coaches need to report their scores to the activity’s administrative assistant. The head coach will work with the activities administrative assistant on posting scores on the MSHSL website. Head coaches are encouraged to attend booster and fund-raising meetings and to use media events to promote Thunder Hawk athletics.

#### 12. Transportation

Two weeks prior to the opening practice date of your season the Activities Director will provide the Head Coach with a travel report. The Head Coach will complete and turn in to the Activities Director the report which includes mode of transportation requested for travel and time you intend to leave. The policy for excusing athletes for a trip is as follows:

- Excused 15 minutes prior to bus time if you are leaving from the school
- Excused 30 minutes prior to bus time if you are leaving from off-campus site
- It is the school’s responsibility to transport students to out-of-town competitions And return them to the school building. Therefore, students will ride to all competitions in the district provided mode of transportation and return the same way. Students may ride with a parent if the parent collects the athlete at the bus with direct, verbal consent of the coach or the parent fills out a transportation

consent form.

Coaches are expected to follow these transportation guidelines:

- Supervise the loading and unloading of students
- Ensure adequate supervision – bus will not move without adult supervision on board
- Maintain student discipline while traveling
- Follow bus company rules
- Supervise general cleanup of the bus at the conclusion of the trip
- Head coach will serve as the official school representative at out-of-town events when the Activities Director, Principal or Superintendent are not in attendance.

Sixth grade students will not ride a High School bus nor shall they be excused early to attend a high school event. Elementary students in grades 1 – 6 are not eligible for participation in any MSHSL-sponsored activity; C-squad, B-squad, junior varsity, or

varsity event.

During the season, coaches are responsible to check the transportation schedule to make sure bus times and travel destinations are correct. It is suggested that this be done one week in advance.

For programs wishing to use a **Motor Coach**, please see Appendix B for appropriate protocol.

### 13. Uniforms and Equipment

#### Athletic Uniform & Apparel Color Guidelines

The Montevideo School District expects that its athletic teams project a positive school spirit through the express and conspicuous use and display of certain colors and color schemes on all team uniforms, apparel and accessories.

The official colors for the Montevideo Thunder Hawk athletic teams are purple and gold.

Purple, gold and black(with approval) should be the dominant primary colors of any team uniform, piece of warm-up apparel, or required accessory such as jackets and hats. Coaching staff who wish to use alternative colors such like grey may do so but the amount of the alternative color should be kept to a minimum (i.e. used as an accent color).

District funds shall not be used to blend or otherwise pay for an athletic team's uniform, warm-ups, and/or other required apparel that display any alternate color as the primary color.

The activities director shall have the final discretion on the colors and color combinations that are used on all team uniforms, apparel, and/or accessories. All designs and color schemes must receive written approval by the activities director, prior to purchase.

At the start of each season coaches should assign one uniform to each member of the team. A uniform checkout sheet should be filled out with an assigned (numbered) uniform listed next to the NAME of the student who checked it out.

At the end of each season, the head coach will collect uniforms and submit the uniform

checkout sheet to the Activities Director. Please highlight any students who have not returned equipment.

-- if we're missing a belt from an athlete – and we checked one out – write it down --

At the end of each season, the head coach will take note of any equipment that needs to be replaced and/or repaired and make the Activities Director aware of the need.

It is the responsibility of the head coach to ensure that the storage space assigned to their sport is orderly and that all equipment is properly put away at the end of the season.

## **II. Varsity Programs**

### **1. Awards**

The following recommendations and policies are to be followed in granting awards and honors.

#### **i. Recommendations for Captain Selection**

1. Should be a minimum of a high school junior and preferably a high school senior.
2. Should not have a MSHSL violation for one calendar year.
  - Montevideo High School violations could be considered if confirmed by school principal.
3. It is advisable to run your recommendation by the HS Principal and Activities Director.
4. It is advised to not announce captains until the start of the season, or to announce preliminary captains should a violation occur during the off-season.

#### **ii. Athletic awards given to athletes, the coaches should consider:**

1. Number of years participating in the sport
2. Past violations
  - Someone with a violation during the season should not receive an award
3. Adherence to training rules
4. Promptness and attendance at practice
5. Attitude and cooperation

6. Skill development and performance
7. Injuries that occurred during the season

iii. Lettering

1. The letter is the highest award granted
  - Criteria should be developed and followed
  - Should not be awarded merely as a participation award
2. Students will receive one letter
  - They will receive a pin the first time they letter in each sport
  - Subsequent years lettering will be signified by a bar
3. Letters, pins and bars will be given to the coach once a list of letter winners has been turned in to the Activities Director
4. Lettering criteria should be created and understood by athletes and parents prior to the season. An evaluation of these requirements should be evaluated every three to five years.

2. Coaching Vacancies

When vacancies occur on the coaching staff, the head coach should inform the Activities Director to fill the opening. Human Resources will then be contacted by the Activities Director and the job will be posted. When the closing date for the open position has passed, the Activities Director will begin the process of hiring the most suitable candidate.

When a coach elects to resign his/her position, a written statement to that effect must be presented to the Activities Director. When the Head Coach recommends a change in the coaching staff, the reason for that change must be presented to the Activities Director.

3. Coaching Clinic, State Association/State Tournament Policy

Head Coaches will be allowed to attend **one** clinic per year with clinic fees and, if necessary, up to two professional days provided (for ISD 129 staff only). These professional days must be requested and granted by both the Activities Director and building Principal no less than 5 school days in advance of the clinic. It is the policy of the district not to abuse the system. If a professional day is not needed one should not be taken. Head Coaches will be allowed one professional day for a State Tournament and may substitute a clinic day for a State Tournament day. The tickets will be paid for. School transportation will be available upon request and parking paid for. This must be approved by the Activities Director in advance.

Up to 2 assistant coaches in each program will be allowed to attend a clinic or State Tournament each year. Clinic fee or tickets will be paid for. One professional day will be provided (for ISD 129 staff only) and is subject to the same request rules as a Head Coach.

Those attending clinics should be prepared to give a summary of the key learning items to the Activities Director upon return.

The activities office will pay for every coach to join the MSHSCA and for each Head Coach to join their specific sports associations (for awards purposes). If an assistant coach wants to join a specific sport organization that fee will not be paid by the activities office.

#### 4. Evaluation

Within two weeks after the end of the season, the head coach will prepare an evaluation of the season and include positive and negative reactions and feedback. The head coach will include an evaluation of present staff with, if necessary, recommendations for change. These evaluations and recommendations will be presented to the Activities Director by the head coach within two weeks after the end of the season.

#### 5. Requests

All requests, whether maintenance, equipment orders, or otherwise must be brought to the Activities Director first. The Activities Director will process requests through the appropriate channels.

#### 6. Responsibilities of Head Coaches

- i. Be knowledgeable of Minnesota State High School League and Montevideo High School Rules and Policies.
- ii. Support and defend school policies and decisions.
- iii. Ensure a safe environment for all athletes.
- iv. Promote your program at functions (available to media, pep fests, school functions, etc.)
- v. Support all programs to improve the quality of all activities.
- vi. Follow the policies outlined in Middle School Section of this manual.

- vii. Coach the program, not just the varsity team. The entire program is your responsibility and it is your duty to ensure all levels are receiving a quality experience.
- viii. Observe and coordinate middle school programs.
- ix. Be involved with organization, implementation, and support of all summer programs.
- x. Establish and revise team rules and expectations. Ensure all participants and parents understand these rules, policies, and expectations.
- xi. Attend one coaching clinic and/or one coaching seminar once every two years.
- xii. Set a moral example for all participants.
- xiii. Be fair, honest, respectful, and consistent in dealing with athletes or parents.
- xiv. Coach the athletes the game, don't coach the game to the athletes.
- xv. Create an atmosphere where athletes want to participate in your program.
- xvi. Teach your athletes:
 

1. To "Compete"	7. Resilience
2. Sportsmanship	8. To Value Preparation
3. Team work	9. Attitude Control
4. Sacrifice	10. Time Management
5. Loyalty	11. Relationships
6. Work Ethic	12. Diversity

Assistant Coaches Responsibility:

- i. The primary responsibilities of the assistant coach are as follows:
- ii. Assist head coach in overall development of the program.
- iii. Assist the head coach in registration of athletes.
- iv. Assist head coach in issuing equipment.
- v. Assist head coach in preparing information to be turned into the AD office.
- vi. Assist in return, storage, and inventory of equipment.
- vii. Recommend athletes for awards.
- viii. Recommend equipment to be purchased.
- ix. Recommend facility maintenance and improvement.
- x. Complete post-season evaluations and conduct one-on-one conferences as directed by head coach.
- xi. Assist with awards banquet
- xii. Additional responsibilities as assigned by the head coach may include, but not limited to: scouting, training, equipment, breaking down film, and publicity

7. Scouting

Scouting will be allowed with pre-approval from the Activities Director. Scouts will have their gasoline (not actual mileage) reimbursed by the district, please retain receipts

for submission with reimbursement requests. The number of trips and chosen destinations are subject to review by the Activities Director.

#### 8. State Tournament Participation

The Montevideo School District will provide all means, transportation, and lodging for any team or individual that will be competing in the State Tournament.

A meal allowance of \$20.00 per day, or \$8.00, per meal, per half day, will be provided for participants, varsity and assistant varsity coaches. Costs are paid while team is active in their given tournament. Once team is no longer active, participants and coaches will return to the school. Coaches wishing to return to the tournament do so at their own expense. Alternative arrangements shall be at the discretion of the Activities Director.

The Montevideo School District will not provide transportation for teams and/or individuals that have not qualified for a district or state tournament.

#### 9. Student Activity Accounts

These funds are used to account for dollars raised **by** the students **for** the students. These funds are to further enhance the student experience in the activity.

1. Activity Purpose Form – please note that these forms must be filled out each year. Please also note that your signature states that you “acknowledge that I will be held accountable for any deficit balance.” Please manage your money wisely. A copy of this form is available at Appendix C.
2. Purchasing – Completed requisitions signed by the coach and the student officer are to be submitted to the Activities Director for approval. A purchase order will be prepared and submitted to the company. Please avoid having parents and others order items and request reimbursement. A copy of this form is available at Appendix D.
3. Receipt of Order - Orders must be received by the school district, **not** to be picked up by individual personnel. Upon receipt of ordered material, the Activities Director will inventory the merchandise then notify the appropriate coach. This will enable the office to keep an accurate account of all transactions and equipment.

#### 10. Summer Coaching

Coaches must keep in mind both the language and the intent of Bylaw 307 regarding summer coaching. Coaches can encourage and motivate their athletes to participate in off-season programs, conditioning, training sessions, and to attend camps, etc.; but may not require attendance as a condition of participation or playing time for the school

season. **Any punishment of our athletes for missing off-season activities will not be tolerated. Remember this is high school and our students need to have the freedom to participate in other sports, activities and/or academic programs – or just take time off.**

#### 11. Uniform Schedule

The purpose of a staggered uniform schedule is to allow the budget to be more consistent from year to year. Different sports have different timelines for uniform replacements. Fill-in uniforms will be purchased in certain sports to replace damaged uniforms.

The activities director will record and maintain a uniform rotation schedule.

### III. Middle School Programs

The Head Coach of each program is responsible for the Middle School Programs. Middle School Program goals and policies are:

1. Middle School programs are for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students.
  - i. For information regarding 6<sup>th</sup> graders on Middle School teams, please see Appendix C for appropriate protocol.
2. Middle School programs will play a year end tournament if available.
3. Student-Athletes can only move up in a team sport to a higher level of competition after a joint meeting with the coach, activities director, and parents.
4. Emphasis must be placed on participation, sportsmanship, responsibilities, fundamental skill development, fun and development of values.
5. Coaches will need to supervise open, close and supervise locker rooms on a daily basis.

### IV. School and MSHSL Policies

All coaches are responsible to know and enforce all MSHSL, academic, chemical, behavioral and athletic program policies.

1. It is the responsibility of the Head Coach to follow all participation policies.
2. Eligibility rules for the MSHSL and Montevideo High School will be followed. All policies are listed in the Student Calendar/Handbook. Rules apply to all MSHSL sponsored and non-league sponsored activities.
3. All coaches are expected to report all violations and infractions, and a written report will be submitted to the building administrator and Activities Director.

4. When violations of rules occur and are reported, school officials are expected and required to investigate and, if necessary, enforce the penalties prescribed.
5. Students who are suspended from school are not allowed to participate in activities, practice or compete during the suspension.

#### Code of Ethics for District Coaches

Montevideo Public Schools expect all coaches to adhere to the “Code of Ethics for Coaches” according to the Minnesota State High School League Handbook, listed below:

#### *CODE OF ETHICS FOR COACHES*

*Statement of Philosophy. The Minnesota State High School League has established policies and standards which will cultivate the ideals of good sportsmanship. It shall be the responsibility of each member school to ensure that all individuals employed or directly associated with the interscholastic program conduct themselves in a sportsmanlike manner. The coach is an official representative of the school at interscholastic athletic activities. It is the responsibility of the head and assistant coaches to serve as role models for students and the public.*

*Code of Ethics. A coach will be in violation of the standards for good sports established by the Minnesota State High School League by:*

- A. making degrading/critical remarks about officials during or after a contest either on the field of play, from the bench or through any public news media;*
- B. arguing with officials or goes through motions indicating dislike/disdain for a decision;*
- C. detaining the officials following the contest to request a ruling or explanation of actions taken by the official; or*
- D. being ejected from any contest.*

*Actions and Response. Negative actions by a coach shall be reported to the League by the school and by the head contest official. The school shall document the results of their investigation and actions taken, where necessary and appropriate. Penalties for violation of these standards may include, but are not limited to, reprimand, censure, fines, or other actions as deemed appropriate by the Board of Directors.*

*Commentary. It is within each individual's ability to treat others with dignity and respect. The League and its member schools expect each individual to assure the responsibility for their actions.*

#### *CODE OF SPORT ETHICS FOR COACHES*

*High school interscholastic sports are unique in their mission to provide educational opportunities for students through athletic programs sponsored by their schools. As a coach, you carry the primary responsibility to teach students how to reason, make choices and understand the impact of their decisions on others. These opportunities to teach occur throughout your sport season. The students hear your words as you talk to them and their teammates. They see how you treat their opponents and observe your respect for the letter and spirit of the rules.*

*The lessons you teach must be compatible with the educational mission of your school district. The lessons must: support and ensure fair play and honorable competition; treating people with dignity and respect; ensure equity, fairness and justice; and promote activities which enhance healthy lifestyles.*

*As a coach, you are expected to model positive sport ethics based on the moral guides of justice, honesty, responsibility and beneficence/producing good.*

*The following statements will help you review your responsibilities as a coach so the students under your care will have a full and fair opportunity to develop into healthy and responsible citizens.*

### **I understand**

- *I understand and support the relationship of the sport/activity program to the academic mission of our school district.*
- *I understand our district provides interscholastic athletics so our student athletes can learn to reason, make choices and understand the impact of their decisions on others through their participation in sports.*
- *I understand the principles of justice, honesty, responsibility and beneficence/producing good and will incorporate them into my coaching philosophy and actions.*
- *I understand I must role model decisions and behaviors which teach students how to compete within the letter and spirit of the rules for our sport so that all competitors have the same fair chance for success.*
- *I understand that thinking about what is the right thing to do is called moral reasoning and student athletes should learn how to morally reason through our sport.*

### **I will**

*The following moral guides are drawn from the principles of justice, honesty, responsibility and beneficence/producing good. These principles will help coaches decide which are the appropriate ends to pursue. They are reminders that the letter and spirit of the rules are meant for everybody and for the good of everyone alike.*

**Justice:** *fairness of treatment, opportunities, benefits, and policies; being impartial; having integrity*

- *I will model language and behavior that is non-biased and inclusive of individuals regardless of ethnicity, race, religion, sex and disability.*
- *I will educate and sensitize myself to gender fairness and equity issues.*

- *I will intervene to let others know I will not tolerate ethnic, disability or sexist jokes, racial or religious slurs, or any action which demeans any individual or group.*
- *I will educate and sensitize myself to the cultural heritage and traditions of others.*
- *I will initiate actions which would prevent prejudice and discrimination against individuals or groups.*

**Honesty:** *being truthful and trustworthy in dealing with others; character; integrity; dealing fairly, obligated to follow the rules.*

- *I will be aware of my influence on the education of the student athlete and will not place the value of winning above the teaching of ethical values.*
- *I will respect the student athletes' responsibilities to their academics and other school, community and family activities.*
- *I will model the moral value of honesty to my student athletes and expect them to play within the spirit and intent of the rules.*
- *I will exhibit complete respect for and will observe the rules of our sport to ensure a positive sports contest and atmosphere for competition.*
- *I will be knowledgeable about the rules which govern the eligibility of our student athletes and will apply them as intended.*
- *I will teach our student athletes that it is always wrong to intentionally violate the rules to gain an advantage; that cheating denies their promise to follow the rules and destroys the positive sports contest.*
- *I will coach within the letter and spirit of the rules and will not engage in gamesmanship (pushing rules to the limit) or use unethical means to achieve my self-interests.*
- *I will work within the established process to change rules and policies.*

**Responsibility:** *being accountable for your actions; capable of determining one's own actions*

- *I will set an example of the highest ethical and moral conduct in all personal contact with the student athletes, officials, school administration, media and the public.*
- *I will keep the competitive nature of the sport in perspective by remembering the priorities of students are to learn new skills, be able to play and have fun.*
- *I will coach the letter and spirit of the rules and will not use a strategy which includes intimidation and unethical conduct to gain an advantage. I understand such acts can lead to violent response when opponents believe such actions are unfair.*
- *I will recognize the positive sports performance of all deserving participants on our team, on the opposing team and officials.*
- *I will exhibit respect for contest officials and will not engage in any conduct which reflects disrespect for the officials or their decisions.*
- *I will teach our athletes to accept officials' decisions and not to indicate any inappropriate displeasure, verbally or nonverbally.*
- *I will consider public criticism of officials or another team's coaches or players as unethical and will take steps to prevent such actions.*
- *I will demonstrate disapproval of and will take steps to prevent any acts intended to disrupt or detract from the performance of our opponents.*

- *I will exhibit ordinary courtesy and politeness.*

***Beneficence/Producing Good:*** *doing no harm, preventing harm, removing harm and doing good; the act of giving to another above and beyond the requirement of rules; the act of civility*

- *I will treat all student athletes with equal respect, helping each to develop their skills.*
- *I will be responsible at all times for my behavior.*
- *I will place the emotional and physical well being of our student athletes ahead of any personal desire to win.*
- *I will provide positive instruction and refrain from put-downs, yelling and abusive statements, remembering that students learn from receiving positive support.*
- *I will use respectful language at all times and will not use profanity that is casual or directed at any individual; I will expect the same from student athletes.*
- *I will discipline our student athletes in a positive manner and will not use rigorous training activities as punishment for negative behaviors.*
- *I will never coach our athletes to personally foul with the intent of injuring an opponent.*
- *I will differentiate between corrective discipline and punishment. I will not use physical actions, such as pushing or throwing objects, to discipline or exhibit displeasure.*
- *I will do my best to provide a safe practice and competitive environment for our student athletes.*
- *I will do my best to organize practices and contests that are fun and challenging for all student athletes.*
- *I will listen respectfully to concerns brought to my attention by parents/guardians of our student athletes.*
- *I will take an active role in the prevention of alcohol, tobacco, steroid, and other drug use and will never indirectly or directly condone their use.*
- *I will model appropriate use of alcohol or other legal substances if I choose to use them.*
- *I will be sensitive to issues of body image and will respond to signs of eating disorders among my student athletes.*
- *I will be sensitive to the emotional bonding that may occur in the coach-athlete relationship and will be responsible to act ethically from my position of power as a coach. I will not encourage or act upon any sexual or romantic involvement with an athlete.*
- *I will motivate with praise, not name-calling and will never use gender-based terms, racial or religious slurs or any other demeaning action to shame or discipline a player.*

**This form is to be filled out at the time of the occurrence, either by the person who cared for the student or by the person in attendance.**

Student's name: \_\_\_\_\_ Grade: \_\_\_\_\_ DOB: \_\_\_\_\_

Sex: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Location of Accident: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Who was supervising at the time of accident? \_\_\_\_\_ Position: \_\_\_\_\_

Describe what happened:

\_\_\_\_\_

Adult witness: \_\_\_\_\_ Statement: \_\_\_\_\_

\_\_\_\_\_

Nature of Accident	Check	First Aid Given/Comments
Abrasion		
Bruise/Bump		
Burn		
Cut		
Convulsion		
Head Injury		
Laceration		
Puncture		
Shock		
Swollen Area		

Other		
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First aid given by: \_\_\_\_\_ Paramedics called: \_\_\_\_\_ Time: \_\_\_\_\_

Disposition: Return to Activity (time) \_\_\_\_\_ Home (Time) \_\_\_\_\_ Other (Time) \_\_\_\_\_

Person notified: \_\_\_\_\_ Time Notified: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name of person filling out report: \_\_\_\_\_ Position: \_\_\_\_\_

To be filled out by Activities Director

This report was received on: \_\_\_\_\_ Signature: \_\_\_\_\_

Follow up: \_\_\_\_\_



**Montevideo School District**  
**Guidelines for Use of a Motor Coach for Transporting Students**

While the School District recognizes that occasions may occur from time to time, when students are transported to a destination via motor coach that is owned and operated by a company other than 4.O Transportation, the School District's expectation is that students be transported by school bus, owned and operated by 4.O Transportation, for any and all school related/sanctioned events. Furthermore, it is the expectation of the Montevideo School District that the following procedure be followed when considering the use of a motor coach.

Coaches/Teachers/Supervisors of Students are expected to travel in a school bus provided by 4.O Transportation when travelling to a school related/sponsored event.

Motor coach transportation may be considered as potentially approvable under the following conditions. The conditions under which the activity is attempting to justify motor coach transportation rather than a school bus must be included as part of the written request.

- a. Trips exceeding three hours (one-way) in duration where motor coach can eliminate time spent on restroom stops and/or provide better seating for students to rest/sleep while traveling.
- b. Travel to special events, such as final conference games and state tournaments.
- c. The ability to cover the excess costs of motor coach transportation through non-School District sources. A justification that relies only on the ability to generate funds to cover the excess cost of motor coach transportation shall not, in and of itself, be considered approvable.

If it is the desire to have students travel via a motor coach, the following procedure shall be used:

1. The Activities Director shall be notified in writing as soon as possible and more than five days in advance of the date of the event that travel is needed.
2. Once the Activities Director has been notified of the desire to take motor coach transportation; he/she shall contact 4.O Transportation to make the necessary arrangements.
3. If the request to take a motor coach is submitted to 4.O Transportation six (6) business days or more prior to the date that transportation is needed, the School District will contribute an amount equal to the cost of being transported by a school bus. Arrangements must be completed to cover the excess cost of the motor coach at the time the request is made and approved by the School District.

4. If the request to take a motor coach is submitted to 4.O Transportation five (5) business days or less, the School District will **not** make a contribution towards the cost of traveling by motor coach. Arrangements must be completed to cover the entire cost of the motor coach at the time the request is made and approved by the School District.
5. If the request to take a motor coach is submitted to 4.O Transportation five (5) business days or less, one seat on the motor coach may be reserved for use by 4.O Transportation.
6. The School District reserves the right to approve or deny the use of a motor coach for any school related/sanctioned function.

## **Montevideo Athletics Policy for 6th Graders on Middle School Teams**

Montevideo will make every effort to not promote 6th graders to Middle School Teams. However, in some cases the promotion of 6th graders is needed and what is best for all student athletes involved. Examples of cases where 6th graders could be invited to “Move Up” would be:

1. The seventh-grade team does not have enough members to participate as their own standalone team at the Middle School level in team sports (FB, VB, BBB, GBB, Baseball and Softball).

The following stipulations would be in place:

1. Under no circumstances would a 6th grader be allowed to participate in any event labeled as “JV” or “B” team, or against anyone in 9<sup>th</sup> grade or above, or against anyone who has participated in these levels, either in games or practices. (These are all MSHLS violations).
2. 6th graders will not move beyond the 7<sup>th</sup> grade team and would at no time displace or take away playing time from 7<sup>th</sup> grade athletes. 6th graders and their parents must understand that playing time will not be guaranteed or equal.
3. All interested 6th graders would have the opportunity to play and practice. The opening up of a Middle School team would be for all and no “cuts” would be made, nor would the opportunity to participate be “invitation only”. 6<sup>th</sup> graders moved up will be based on need, not skill level.
4. In order to participate, 6th graders must complete an MSHSL qualifying sports physical, complete all MSHSL and Montevideo High School student-athlete paperwork and pay the \$ athletic fee.
5. Prior to inviting any 6th graders, coaches must meet with the activities director with concrete numbers, for approval. The athletic director has final say based on numbers, schedules and other factors in the inclusion of 6th graders for that sport. This will be a year-to-year decision for each sport.

Who	Goals	Result	Max Incentive
Michele Amborn	<p>Goal: By November 1st, 2025, know specific new rules that govern referendum elections.</p> <p>Goal: By December 1, 2025, identify one member of the community to communicate the bond referendum.</p> <p>Goal: By December 15, 2025, coordinate election judges for the referendum.</p> <p>Goal: By May 1st, 2026, process at least one video and distribute via ThrillShare.</p>	100%	\$3,500
Jody Gatchell	<p>Goal: By May 2026, the Montevideo School District will increase the average staff cleanliness survey score from 3.3 to at least 4.0 stars.</p> <p>Goal: By June 2026, the Montevideo School District will reduce cleaning supply costs by 10% compared to the 3-year average baseline.</p> <p>Goal: By June 2026, District facilities will be in better condition than at the start of the school year.</p>	80%	\$3,750
Shawn Huntley	<p>Goal: To significantly increase student engagement as it relates to student behavior in middle school classes by shifting instructional methods from passive learning experiences to active learning experiences.</p>	50%	\$3,750
Kim Kuhlmann	<p>Goal: By December 1, 2025, identify one member of the community to communicate the referendum.</p> <p>Goal: By February 1, 2026, complete a minimum of one hour of online training sessions on how to effectively use Google Gemini for drafting emails, summarizing documents, and generating routine communication.</p> <p>Goal: Attend at least two Apptegy webinars by March 1, 2026, and apply the knowledge to update or manage at least one district communication item using the tools learned during the sessions.</p> <p>Goal: By May 1, 2026, I will learn how to transfer and organize videos from a desktop or mobile device to Google Drive, and successfully upload and share at least three district-related videos with appropriate folders and sharing settings.</p>	100%	\$2,500
Tanya Maethner	<p>Goal: 95% of High School students surveyed in the 25-26 SY view school as a safe place, as measured by the end-of-year safe schools survey.</p> <p>Goal: The percentage of students meeting college readiness indicators on the ACT will meet or exceed 47% by June 2026.</p>	86%	\$3,750

Scott Ripley	<p>Goal: Arrange to conduct a virtual meeting in the boardroom without incident three consecutive times.</p> <p>Goal: Identify one community leader to communicate the referendum prior to December 1, 2025.</p>	100%	\$3,750
Heidi Sachariason	<p>Goal: 60% of students in grades 1-4 are at or above grade level in reading according to Spring FastBridge/STAR assessments by June 2026.</p> <p>Goal: The percentage of third-grade students who meet or exceed reading standards on the MN Comprehensive Assessments (MCA) will exceed 65% by June, 2026.</p> <p>Goal: In the 2025-26 school year, create an evaluation process for support staff and ensure 100% of support staff employed for the 25-26 school year receive an evaluation.</p>	94%	\$3,750
Jamie Skjeveland	<p>Goal: Facilities development of the school district's short and long-term measurable goals and aligns available resources with the school district's budget to accomplish goals.</p> <p>Goal: Ensure the facilities management plan is in place and includes the current status of buildings and the need for future facility improvements, with a projected plan to secure funding.</p> <p>Goal: Is visible at a variety of school events and approachable by staff; prioritizes regular visits to buildings and classrooms, consistently follows open-door policies.</p> <p>Goal: Assures that school district procedures and practices are systematically reviewed and revised to reflect fairness and respect for human dignity for members of the school community; builds relationships with union and non-affiliated employee groups through trust and sharing appropriate information.</p>	TBD	\$7,000
Kelly Snell	<p>Goal: To increase the number of dual language families participating in School Readiness and ECFE classes by 15% by the end of the 25-26 school year.</p> <p>Goal: Identify one community leader to be a champion for the referendum, prior to December 1, 2025.</p>	100%	\$3,250
Adam Spray	<p>Goal: By March 15, 2026, identify at least \$20,000 in potential expenditure reductions.</p> <p>Goal: By March 15, 2026, conduct a review of Fund 4 expenditures and identify at least \$10,000 in cost-saving opportunities, providing a summary report</p>	100%	\$3,750

	with recommended reductions for administrative consideration.		
Michael Trewick	<p>Goal: By May 15, 2026, every team within the organization will develop a written Emergency Action Plan (EAP) outlining procedures for emergencies that may occur during practices and events. Each team will also conduct at least one practice drill of their EAP and submit documentation of completion to the A.D.</p> <p>Goal: By May 15, 2026, conduct a full review of all position descriptions and point allocations within the MSO program for individuals working at activities. Updates will be finalized and communicated to relevant stakeholders by July 1, 2026</p> <p>Goal: By May 15, 2026, complete a comprehensive review of the Coaches and Advisors Handbook to ensure accuracy, relevance, and alignment with current policies. Revised versions will be distributed to all coaches and advisors by July 1st, 2026.</p>	100%	\$3,750
Vera Weber	<p>Goal: Mentor MTSS on DAC duties.</p> <p>Goal: Succession plan for planning and coordinating the opening day/s itinerary.</p> <p>Goal: Identify one community leader to be a communicator of the referendum.</p> <p>Goal: 90% of Grade 4-12 licensed teachers who have not already been trained in LETRS will be enrolled for READ ACT training by June 30, 2026.</p>	100%	\$3,750
Erika Zachman	<p>Goal: By May 15, 2026, review and update 70% of internal processes and procedures to align with the functionality and requirements of Qmlativ, ensuring documentation is revised, staff are informed of changes, and updated workflows are implemented across all relevant departments.</p> <p>Goal: By December 1, 2025, identify and secure the commitment of one community leader to serve as a referendum communicator.</p>	100%	\$3,500

Employee	Building	Date	Days	Hours	DailyRate	HourlyRate	Amount Full
Aker, Shawn	MHS	2/20/26	1		\$ 409.19		\$ 409.19
<b>Aker, Shawn Total</b>							\$ 409.19
Carlson, Kailee	Ramsey	9/15/25		6.25		\$ 51.09	\$ 319.31
Carlson, Kailee	Ramsey	9/16/25-9/19/25	4		\$ 408.71		\$ 1,634.84
Carlson, Kailee	Ramsey	9/22/25-9/26/25	5		\$ 408.71		\$ 2,043.55
Carlson, Kailee	Ramsey	9/29/25-10/3/25	5		\$ 408.71		\$ 2,043.55
Carlson, Kailee	Ramsey	10/6/25-10/9/25	4		\$ 408.71		\$ 1,634.84
<b>Carlson, Kailee Total</b>							\$ 7,676.09
Christenson, Carrie	MMS	5/28/26		1.5		\$ 58.77	\$ 88.16
<b>Christenson, Carrie Total</b>							\$ 88.16
Haff, Ashley	Sanford	3/9/26-3/13/26	2	6.75	\$ 422.10	\$ 52.76	\$ 1,200.33
Haff, Ashley	Sanford	3/16/26-3/20/26	2	6.75	\$ 422.10	\$ 52.76	\$ 1,200.33
Haff, Ashley	Sanford	3/23/26-3/27/26	2	6.75	\$ 422.10	\$ 52.76	\$ 1,200.33
Haff, Ashley	Sanford	3/30/26-4/2/26	2	6.75	\$ 422.10	\$ 52.76	\$ 1,200.33
Haff, Ashley	Sanford	4/7/26-4/10/26	2	6.75	\$ 422.10	\$ 52.76	\$ 1,200.33
Haff, Ashley	Sanford	4/13/26-4/17/26	2	6.75	\$ 422.10	\$ 52.76	\$ 1,200.33
Haff, Ashley	Sanford	4/20/26-4/24/26	2	6.75	\$ 422.10	\$ 52.76	\$ 1,200.33
Haff, Ashley	Sanford	4/27/26-4/30/26	4		\$ 422.10		\$ 1,688.40
Haff, Ashley	Sanford	5/1/26-5/15/26	11		\$ 422.10		\$ 4,643.10
Haff, Ashley	Sanford	5/18/26-5/22/26	5		\$ 422.10		\$ 2,110.50
<b>Haff, Ashley Total</b>							\$ 16,844.31
LaHaje, Brooke	Sanford	12/11/25	1		\$ 344.18		\$ 344.18
LaHaje, Brooke	Sanford	12/12/25	1		\$ 344.18		\$ 344.18
<b>LaHaje, Brooke Total</b>							\$ 688.36
Landmark, Mackenzie	MHS	9/19/25		3.25		\$ 34.78	\$ 113.04
Landmark, Mackenzie	MHS	9/22/25-9/26/25	5		\$ 278.21		\$ 1,391.05
Landmark, Mackenzie	MHS	9/29/25	1		\$ 278.21		\$ 278.21
Landmark, Mackenzie	MHS	10/6/25	1		\$ 278.21		\$ 278.21
Landmark, Mackenzie	MHS	10/8/25		3.75		\$ 34.78	\$ 130.43
Landmark, Mackenzie	MHS	10/21/25		4.25		\$ 34.78	\$ 147.82
Landmark, Mackenzie	MHS	3/10/26	1		\$ 278.21		\$ 278.21
Landmark, Mackenzie	MHS	4/16/26		2.5		\$ 34.78	\$ 86.95
Landmark, Mackenzie	MHS	4/17/26		1		\$ 34.78	\$ 34.78
Landmark, Mackenzie	MHS	5/8/26		1		\$ 34.78	\$ 34.78
<b>Landmark, Mackenzie Total</b>							\$ 2,773.47
Reidinger, Amy	MMS	3/9/26	1		\$ 483.76		\$ 483.76
<b>Reidinger, Amy Total</b>							\$ 483.76
Skogrand, Jordan	Ramsey	3/9/26-3/13/26	3	0.75	\$ 358.52	\$ 44.81	\$ 1,109.17
Skogrand, Jordan	Ramsey	3/16/26-3/20/26	3	0.75	\$ 358.52	\$ 44.81	\$ 1,109.17
Skogrand, Jordan	Ramsey	3/23/26-3/27/26	3	0.75	\$ 358.52	\$ 44.81	\$ 1,109.17
Skogrand, Jordan	Ramsey	3/30/26-4/2/26	3	0.75	\$ 358.52	\$ 44.81	\$ 1,109.17
Skogrand, Jordan	Ramsey	4/7/26-4/10/26	3	0.75	\$ 358.52	\$ 44.81	\$ 1,109.17
Skogrand, Jordan	Ramsey	4/13/26-4/14/26	1	2	\$ 358.52	\$ 44.81	\$ 448.14
Skogrand, Jordan	Ramsey	4/15/26	1		\$ 358.52		\$ 358.52
Skogrand, Jordan	Ramsey	4/16/26-4/30/26	11		\$ 358.52		\$ 3,943.72
Skogrand, Jordan	Ramsey	5/1/26-5/15/26	11		\$ 358.52		\$ 3,943.72
Skogrand, Jordan	Ramsey	5/18/26-5/27/26	7		\$ 358.52		\$ 2,509.64
<b>Skogrand, Jordan Total</b>							\$ 16,749.58
Stevens, Kayla	Ramsey	1/19/26-1/30/26	10		\$ 323.15		\$ 3,231.50
Stevens, Kayla	Ramsey	2/2/26-2/12/26	9		\$ 323.15		\$ 2,908.35
Stevens, Kayla	Ramsey	2/17/26-2/27/26	9		\$ 323.15		\$ 2,908.35
Stevens, Kayla	Ramsey	3/2/26-3/13/26	10		\$ 323.15		\$ 3,231.50
Stevens, Kayla	Ramsey	3/16/26-3/31/26	12		\$ 323.15		\$ 3,877.80
Stevens, Kayla	Ramsey	4/1-26-4/9/26	5		\$ 323.15		\$ 1,615.75
<b>Stevens, Kayla Total</b>							\$ 17,773.25
Willems, Kylie	Sanford	3/17/26		3.5		\$ 33.52	\$ 117.32
<b>Willems, Kylie Total</b>							\$ 117.32
<b>Grand Total</b>							\$ 63,746.88

**2025-2026 ORIGINAL BUDGET**

Unappropriated Operating Funds	July 1, 2025		2025-2026		June 30, 2026	
	Beginning Balance	Revenues	Expenditures	Projected Fund Balance	Variance	
General	\$ 1,980,075	\$ 22,086,768	\$ 22,080,610	\$ 1,986,233	\$ 6,158	
				<b>9.00%</b>	\$ -	
Food Service	\$ 867,592	\$ 1,459,700	\$ 1,557,586	\$ 769,706	\$ (97,886)	
Community Service:					\$ -	
ECFE	\$ 42,431	\$ 81,608	\$ 65,075	\$ 58,964	\$ 16,533	
School Readiness	\$ (71,918)	\$ 228,018	\$ 288,744	\$ (132,644)	\$ (60,726)	
Comm Ed	\$ (457,541)	\$ 1,382,840	\$ 1,269,406	\$ (344,107)	\$ 113,434	
<b>Total Operating Funds</b>	<b>\$ 2,360,639</b>	<b>\$ 25,238,934</b>	<b>\$ 25,261,421</b>	<b>\$ 2,338,152</b>	<b>\$ (22,487)</b>	
<b>% of Operating Expenditures</b>				<b>9.26%</b>		
<b>Other Appropriated Funds</b>						
Long Term Facilities Maint	\$ 609,742	\$ 428,644	\$ 805,630	\$ 232,756	\$ (376,986)	
Operating Capital	\$ (284,803)	\$ 642,425	\$ 536,243	\$ (178,621)	\$ 106,182	
Building Construction	\$ 3,016,813	\$ -	\$ -	\$ 3,016,813	\$ -	
Debt Service	\$ 336,159	\$ 1,336,387	\$ 1,228,638	\$ 443,908	\$ 107,749	
Student Activities	\$ 254,076	\$ 386,400	\$ 366,800	\$ 273,676	\$ 19,600	
<b>Total All Funds</b>	<b>\$ 6,292,626</b>	<b>\$ 28,032,790</b>	<b>\$ 28,198,732</b>	<b>\$ 6,126,684</b>	<b>\$ (165,942)</b>	
<b>Total (Excluding Const Fund)</b>	<b>\$ 3,275,813</b>	<b>\$ 28,032,790</b>	<b>\$ 28,198,732</b>	<b>\$ 3,109,871</b>	<b>\$ (165,942)</b>	

**2025-2026 REVISED BUDGET**

Unappropriated Operating Funds	July 1, 2025		2025-2026		June 30, 2026	
	Beginning Fund Balance	Revenues	Expenditures	Projected Fund Balance	Variance	
General	\$ 1,980,075	\$ 22,140,166	\$ 22,281,451	\$ 1,838,790	\$ (141,285)	
				<b>8.25%</b>		
Food Service	\$ 867,592	\$ 1,492,900	\$ 1,595,000	\$ 765,492	\$ (102,100)	
Community Service:						
ECFE	\$ 42,431	\$ 82,920	\$ 97,325	\$ 28,026	\$ (14,405)	
School Readiness	\$ (71,918)	\$ 236,692	\$ 282,530	\$ (117,756)	\$ (45,838)	
Comm Ed	\$ (457,541)	\$ 1,383,910	\$ 1,319,669	\$ (393,300)	\$ 64,241	
<b>Total Operating Funds</b>	<b>\$ 2,360,639</b>	<b>\$ 25,336,588</b>	<b>\$ 25,575,975</b>	<b>\$ 2,121,252</b>	<b>\$ (239,387)</b>	
<b>% of Operating Expenditures</b>				<b>8.29%</b>		
<b>Other Appropriated Funds</b>						
Long Term Facilities Maint.	\$ 609,742	\$ 428,644	\$ 1,010,630	\$ 27,756	\$ (581,986)	
Operating Capital	\$ (284,803)	\$ 639,046	\$ 506,205	\$ (151,962)	\$ 132,841	
Building Construction	\$ 3,016,813	\$ 19,792,107	\$ 3,240,000	\$ 19,568,920	\$ 16,552,107	
Debt Service	\$ 336,159	\$ 1,933,346	\$ 1,165,639	\$ 1,103,866	\$ 767,707	
Student Activities	\$ 254,076	\$ 386,400	\$ 366,800	\$ 273,676	\$ 19,600	
<b>Total All Funds</b>	<b>\$ 6,292,626</b>	<b>\$ 48,516,131</b>	<b>\$ 31,865,249</b>	<b>\$ 22,943,508</b>	<b>\$ 16,650,882</b>	
<b>Total (Excluding Const Fund)</b>	<b>\$ 3,275,813</b>	<b>\$ 28,724,024</b>	<b>\$ 28,625,249</b>	<b>\$ 3,374,588</b>	<b>\$ 98,775</b>	

**2025-2026 REVISED BUDGET**

Unappropriated Operating Funds	July 1, 2025		2025-2026		June 30, 2026	
	Beginning Balance	2025-2026 Revenues	2025-2026 Expenditures	Projected Fund Balance	Variance	
General	\$ 1,980,075	\$ 22,140,166	\$ 22,281,451	\$ 1,838,790	\$ (141,285)	
				<b>8.25%</b>	\$ -	
Food Service	\$ 867,592	\$ 1,492,900	\$ 1,595,000	\$ 765,492	\$ (102,100)	
Community Service:					\$ -	
ECFE	\$ 42,431	\$ 82,920	\$ 97,325	\$ 28,026	\$ (14,405)	
School Readiness	\$ (71,918)	\$ 236,692	\$ 282,530	\$ (117,756)	\$ (45,838)	
Comm Ed	\$ (457,541)	\$ 1,383,910	\$ 1,319,669	\$ (393,300)	\$ 64,241	
<b>Total Operating Funds</b>	<b>\$ 2,360,639</b>	<b>\$ 25,336,588</b>	<b>\$ 25,575,975</b>	<b>\$ 2,121,252</b>	<b>\$ (239,387)</b>	
% of Operating Expenditures				<b>8.29%</b>		
<b>Other Appropriated Funds</b>						
Long Term Facilities Maint	\$ 609,742	\$ 428,644	\$ 1,010,630	\$ 27,756	\$ (581,986)	
Operating Capital	\$ (284,803)	\$ 639,046	\$ 506,205	\$ (151,962)	\$ 132,841	
Building Construction	\$ 3,016,813	\$ 19,792,107	\$ 3,240,000	\$ 19,568,920	\$ 16,552,107	
Debt Service	\$ 336,159	\$ 1,933,346	\$ 1,165,639	\$ 1,103,866	\$ 767,707	
Student Activities	\$ 254,076	\$ 386,400	\$ 366,800	\$ 273,676	\$ 19,600	
<b>Total All Funds</b>	<b>\$ 6,292,626</b>	<b>\$ 48,516,131</b>	<b>\$ 31,865,249</b>	<b>\$ 22,943,508</b>	<b>\$ 16,650,882</b>	
<b>Total (Excluding Const Fund)</b>	<b>\$ 3,275,813</b>	<b>\$ 28,724,024</b>	<b>\$ 28,625,249</b>	<b>\$ 3,374,588</b>	<b>\$ 98,775</b>	

**2026-2027 ORIGINAL BUDGET**

Unappropriated Operating Funds	July 1, 2026		2026-2027		June 30, 2027	
	Projected Fund Balance	2026-2027 Revenues	2026-2027 Expenditures	Projected Fund Balance	Variance	
General	\$ 1,838,790	\$ 23,196,011	\$ 23,387,107	\$ 1,647,694	\$ (191,096)	
				<b>7.05%</b>		
Food Service	\$ 765,492	\$ 1,518,000	\$ 1,605,000	\$ 678,492	\$ (87,000)	
Community Service:						
ECFE	\$ 28,026	\$ 77,102	\$ 97,325	\$ 7,803	\$ (20,223)	
School Readiness	\$ (117,756)	\$ 236,692	\$ 285,743	\$ (166,807)	\$ (49,051)	
Comm Ed	\$ (393,300)	\$ 1,334,593	\$ 1,309,244	\$ (367,951)	\$ 25,349	
<b>Total Operating Funds</b>	<b>\$ 2,121,252</b>	<b>\$ 26,362,398</b>	<b>\$ 26,684,419</b>	<b>\$ 1,799,231</b>	<b>\$ (322,021)</b>	
% of Operating Expenditures				<b>6.74%</b>		
<b>Other Appropriated Funds</b>						
Long Term Facilities Maint.	\$ 27,756	\$ 696,315	\$ 499,830	\$ 224,241	\$ 196,485	
Operating Capital	\$ (151,962)	\$ 634,684	\$ 571,343	\$ (88,621)	\$ 63,341	
Building Construction	\$ 19,568,920	\$ 22,000,000	\$ 20,000,000	\$ 21,568,920	\$ 2,000,000	
Debt Service	\$ 1,103,866	\$ 1,217,038	\$ 1,795,340	\$ 525,564	\$ (578,302)	
Student Activities	\$ 273,676	\$ 386,400	\$ 366,800	\$ 293,276	\$ 19,600	
<b>Total All Funds</b>	<b>\$ 22,943,508</b>	<b>\$ 51,296,835</b>	<b>\$ 49,917,732</b>	<b>\$ 24,322,611</b>	<b>\$ 1,379,103</b>	
<b>Total (Excluding Const Fund)</b>	<b>\$ 3,374,588</b>	<b>\$ 29,296,835</b>	<b>\$ 29,917,732</b>	<b>\$ 2,753,691</b>	<b>\$ (620,897)</b>	

**NON-BARGAINING COMMUNITY EDUCATION COORDINATOR'S AGREEMENT**  
**2026-2028**

**RECREATION/AQUATICS COORDINATOR**  
**LITTLE THUNDER HAWKS COORDINATOR**

2026-2027  
\$50,718

2027-2028  
\$52,240

**BENEFITS**

**Insurance:** Full time employees will receive a monthly Health and Life Insurance Benefit of \$980 for 2026-27 and \$1,000 for 2027-28. Part-time employees working 30 hours per week or more shall receive monthly insurance benefits on a pro rata basis. If coverage is elected above the benefit amount, the employee will pay the difference through a payroll deduction.

**403(B):** Contribution match up to 3.00% of Salary

**Duty Year:** The duty year shall be year round, excluding any legal holiday.

Recognized legal holidays include: New Year's Day - Christmas Day – Juneteenth- Independence Day - Labor Day -Thanksgiving Day - Thanksgiving Friday and Memorial Day. If a paid holiday falls on a Saturday or Sunday, another day shall be granted as the holiday.

**Vacation:** The Coordinator positions shall receive paid vacation under the following schedule accrued monthly:

0-5 years of service .....10 paid vacation days

After 5 years of service.....15 paid vacation days

After 10 years of service.....20 paid vacation days

Upon termination of employment, accrued vacation shall be paid to the employee in his/her final paycheck. Employees shall be allowed to carry over a maximum of fifteen (15) days of paid vacation into the next fiscal year. Any balance in excess of fifteen days as of June 30 each year shall be forfeited.

**Sick Leave:** Employees shall receive 15 days of sick leave per year, accumulative to 100 days. Included in the 15 days of sick leave is the Earned Safe and Sick Time (ESST) leave per MN statute 181.9445, Subd 4. Unused ESST shall carry over from year to year to a maximum of 80 hours. All sick leave exceeding the ESST will be in accordance with subd 1.

subd. 1 Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to his/her illness or the illness of his/her child as defined by Minnesota Statute 181.940, Subd. 4, which prevented his/her attendance and performance of duties on that day or days. An employee may use up to 160 hours of accrued sick leave in a 12 month period, of which 48 hours are ESST, for illnesses or injuries suffered to an employee's spouse, adult child, grandchild, sibling, parent (natural or step of the employee or employee's spouse) or grandparent (natural or step of the employee or the employee's spouse). Family care leave shall include, but not be limited to; injury, diagnosis, illness, medical treatment, or surgery. Family health care leave shall not include long term care. It is the intent of this leave to provide the employee with time to deal with emergencies and chronic illness, and to arrange for convalescence or long term care.

subd. 2 The school district may require an employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to the employee's personal illness and stating the length of time needed for recovery in order to qualify for sick leave pay. In the event that a medical certificate will be required, the employee will be advised in writing within the first three (3) school days of the employee's return to work.

subd. 3 Sick leave pay shall be approved only upon submission of request completed in the district absence management system.

**Bereavement:** For absence because of the death in the immediate family, the employee shall receive full pay for up to five (5) days. The immediate family shall include wife, husband, child, son-in-law, daughter-in-law, grandchild, or parent of the employee or spouse. Up to three (3) days bereavement leave shall be granted for grandparent, brother or sister of the employee or spouse. Additional days may be granted by the School administration. Bereavement leave shall be deducted from the employee's accumulated sick leave. Two (2) days per year will be allowed for absence because of the death of relatives or friends other than those listed. Such absence will be deducted from the employee's accumulated sick leave

**Personal Leave:** All employees shall receive two days of personal leave, accumulative to three days.

**NON-BARGAINING CHILD CARE EMPLOYEE AGREEMENT  
2026-2028**

<u>STEPS</u>	<u>Classroom Lead</u>		<u>GSCG*</u>	<u>Classroom Assistant</u>		<u>GSCG*</u>	<u>Part Time Aide</u>
	<u>2026-27</u>	<u>2027-28</u>	<u>2026-28</u>	<u>2026-27</u>	<u>2027-28</u>	<u>2026-28</u>	<u>(Summer Lead + \$1.00)</u>
<b>1</b>	\$15.03	\$15.26	\$380	\$14.65	\$14.87	\$380	Min Wage
<b>2</b>	\$15.18	\$15.41	\$380	\$14.87	\$15.09	\$380	Step 1 + 2%
<b>3</b>	\$15.44	\$15.67	\$380	\$15.13	\$15.35	\$380	Step 2 + 2%
<b>4</b>	\$15.73	\$15.96	\$380	\$15.40	\$15.63	\$380	Step 3 + 2%
<b>5</b>	\$16.02	\$16.26	\$380	\$15.74	\$15.97	\$380	Step 4 + 2%
<b>Career</b>	\$16.97	\$17.23	\$420	\$16.07	\$16.31	\$420	Step 5 + 2%
<i>No Step</i>	\$21.07	\$21.39	\$420				

<u>Program Lead:</u>	<u>2026-27</u>	<u>GSCG*</u>	<u>2027-2028</u>	<u>GSCG*</u>
(Junior Thunder Hawk)	\$21.07	\$280	\$21.39	\$280

Duty Year: Classroom Leads, Classroom Assistants and Program Leads are year-around employees working 40 hours per week plus 30-40 hours per year of required training (depending on qualification). Recognized legal holidays include: New Year’s Day - Christmas Day – Juneteenth- Independence Day - Labor Day -Thanksgiving Day - Thanksgiving Friday and Memorial Day. If a paid holiday falls on a Saturday or Sunday, another day shall be granted as the holiday.

**BENEFITS**

Apply only to employees whose work schedule is 30 hours or more per week, year-around.

Insurance: Classroom Leads and Classroom Assistants will receive a monthly Health Insurance benefit of \$725 for 2026-2027 and \$750 for 2027-28.

Program Lead will receive a monthly Health Insurance benefit of \$775 for 2026-2027 and \$800 for 2027-28.

If coverage is elected above the benefit amount, the employee will pay the difference through a payroll deduction.

403(B): Contribution match up to 2.5% of Salary for 2026-27 and up to 3% of Salary for 2027-28.

Sick Leave: Employees shall receive 1 day of sick leave per month, accumulative to 100 days. Included in the 12 days of annual sick leave is the Earned Safe and Sick Time (ESST) leave per MN statute 181.9445, Subd 4. Unused ESST shall carry over from year to year to a maximum of 80 hours. All sick leave exceeding the ESST will be in accordance with subd 1.

subd. 1 Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to his/her illness or the illness of his/her child as defined by Minnesota Statute 181.940, Subd. 4, which prevented his/her attendance and performance of duties on that day or days. An employee may use up to 160 hours of accrued sick leave in a 12 month period, of which 48 hours are ESST, for illnesses or injuries suffered to an employee’s spouse, adult child, grandchild, sibling, parent (natural or step of the employee or employee’s spouse) or grandparent (natural or step of the employee or the employee’s spouse). Family care leave shall include, but not be limited to; injury, diagnosis, illness, medical treatment, or surgery. Family health care leave shall not include long term care. It is the intent of this leave to provide the employee with time to deal with emergencies and chronic illness, and to arrange for convalescence or long term care.

subd. 2 The school district may require an employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to the employee's personal illness and stating the length of time needed for recovery in order to qualify for sick leave pay. In the event that a medical certificate will be required, the employee will be advised in writing within the first three (3) school days of the employee's return to work.

subd. 3 Sick leave pay shall be approved only upon submission of request completed in the district absence management system.

Employees entitled to the benefits of Workmen's Compensation Act as a result of an accidental injury may choose the following option regarding utilization of employee's accrued sick leave:

During the first 3 days of total temporary disability, I elect to use my accumulated sick leave that I have to my credit and after the expiration of the said 3 days, I elect to receive the weekly compensation rate as fixed by the Workmen's Compensation Act, and in addition thereto, so much of my accumulated sick leave as may be necessary to equal my regular weekly rate of pay, it being my intention to avail myself after the finish of 3 days of the benefits provided in the Minnesota Statutes, 1961, Section 176.021, Subdivision 5.

**Bereavement:** For absence because of the death in the immediate family, the employee shall receive full pay for up to five (5) days. The immediate family shall include wife, husband, child, son-in-law, daughter-in-law, grandchild, or parent of the employee or spouse. Up to three (3) days bereavement leave shall be granted for grandparent, brother or sister of the employee or spouse. Additional days may be granted by the Coordinator. Bereavement leave shall be deducted from the employee's sick leave. Two (2) days per year will be allowed for absence because of the death of relatives or friends other than those listed. Absence for bereavement leave will be deducted from the employee's sick leave.

**Vacation:** Vacation must be requested in writing, in the manner determined by school administration, by the employee to the employee's immediate supervisor. Requests must be approved by the Coordinator in advance of the leave dates requested. No more than one staff person will be granted vacation leave for the same day. In the event of multiple applications for the same day, the day will be granted to the person making the earliest application. Time of vacation shall be coordinated with the employer. Employees shall receive paid vacation under the following schedule accrued monthly:

0-5 years of service .....10 paid vacation days

After 5 years of service .....15 paid vacation days

After 10 years of service.....20 paid vacation days

Employees shall be allowed to carry over a maximum of 5 days of paid vacation into the next fiscal year. Any balance in excess of 5 days as of June 30 each year shall be forfeited.

**Jury Duty:** Employees shall be granted a leave of absence, with pay any time they are required to report for jury duty or jury service. Employees shall be paid the difference between jury duty (excluding travel and meal allowances) and their regular wage.

**Personal:** All employees who have regularly scheduled work hours and work year-around shall be entitled to one personal day per year, which may be carried over and accumulated to a maximum of two(2). Requests for personal leave must be made at least three days in advance, except in the event of an emergency. No more than one staff person will be granted personal leave for the same day. In the event of multiple applications for the same day, the day will be granted to the person making the earliest application.

Applies to all employees – regardless of the number of hours worked.

**Note:** For the purposes of calculating leave, a day will be considered to be the employee's typical work day. Employees working less than 30 hours per week shall earn leave time on a prorated basis. Accumulated vacation days must be used prior to any request for leave without pay. Excessive absenteeism may be grounds for termination.

\*GSCS stands for Great Start Compensation Support Transition Grant. This stipend will continue as long as the school district receives the grant. In the event that grant is discontinued wages will revert hourly wage only.

# Yearbook Agreement

As a premiere yearbook team in the industry, Dufault Publishing and Walter's Publishing recognize that our success is wholly attributable to your trust in us and your willingness to allow us to be your publishing partner. We want to bring you the best products, services, and value, as well as to provide your school with the best possible yearbook experience. Thank you for this opportunity to serve you.

When you publish with us, we guarantee the following:

- Customized training. We'll schedule timely, value-based visits with your yearbook adviser to make sure all the tools and support needed are available to create a quality yearbook.
- A balanced budget each year. You have complete peace of mind that we will partner with you to establish (work within the framework of the school's yearbook budget) and maintain a budget that allows you to create the best yearbook possible.
- A comprehensive yearbook kit with relevant material for producing your yearbook.

## Book Specifications:

PAGES	<u>144</u>	PAPER	<u>100 lb Gloss</u>
COPIES	<u>200</u>	TRIM SIZE	<u>8½ x 11</u>
COVER	<u>Custom Litho</u>	BINDING	<u>Smyth Sewn</u>
ENDSHEETS	<u>White Paper</u>	CREATION METHOD	<u>Pictavo</u>

PRICE PER BOOK \$49.32 DELIVERY DATE 8/12/27 SHIPPING No Charge

## ADDITIONAL NOTES:

All Color Yearbook with Custom Cover, Shipping Included, Free Plant Tour

Optional: 144 pages / 150-199 copies - \$55.85 per book

subject to change. You will receive an invoice when the publication is completed. Payment should be made within thirty days after the invoice is received. **Sales Tax:** if your school is required to collect sales tax, the school is responsible for setting the correct sales tax rate, setting the appropriate product(s) to be taxable and paying the required sales tax for all orders taken at school.

## Years of enrollment

2027

## DUFAULT PUBLISHING IS HEREBY AUTHORIZED TO BE THE PUBLISHER OF:

SCHOOL NAME: Montevideo High School

\_\_\_\_\_  
Customer's Authorized Signature

\_\_\_\_\_  
Date

  
Dufault Publishing Signature

6/4/26

\_\_\_\_\_  
Date

\_\_\_\_\_  
Customer's Authorized Signature

\_\_\_\_\_  
Date



# Yearbook Agreement

As a premiere yearbook team in the industry, Dufault Publishing and Walter's Publishing recognize that our success is wholly attributable to your trust in us and your willingness to allow us to be your publishing partner. We want to bring you the best products, services, and value, as well as to provide your school with the best possible yearbook experience. Thank you for this opportunity to serve you.

When you publish with us, we guarantee the following:

- Customized training. We'll schedule timely, value-based visits with your yearbook adviser to make sure all the tools and support needed are available to create a quality yearbook.
- A balanced budget each year. You have complete peace of mind that we will partner with you to establish (work within the framework of the school's yearbook budget) and maintain a budget that allows you to create the best yearbook possible.
- A comprehensive yearbook kit with relevant material for producing your yearbook.

## Book Specifications:

PAGES	<u>28</u>	PAPER	<u>80 lb Gloss</u>
COPIES	<u>100</u>	TRIM SIZE	<u>8½ x 11</u>
COVER	<u>Custom Litho</u>	BINDING	<u>Saddle Stitched</u>
ENDSHEETS	<u>White Paper</u>	CREATION METHOD	<u>Pictavo</u>

PRICE PER BOOK \$12.87 DELIVERY DATE 5/12/27 SHIPPING No Charge

ADDITIONAL NOTES: \_\_\_\_\_

All Color Yearbook, Shipping Included

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In the event that the customer changes any book specifications, the individual book price and the total purchase price are subject to change. You will receive an invoice when the publication is completed. Payment should be made within thirty days after the invoice is received. **Sales Tax:** if your school is required to collect sales tax, the school is responsible for setting the correct sales tax rate, setting the appropriate product(s) to be taxable and paying the required sales tax.

Years of enrollment

2027

**DUFAULT PUBLISHING IS HEREBY AUTHORIZED TO BE THE PUBLISHER OF:**

SCHOOL NAME: Montevideo Middle School

\_\_\_\_\_  
Customer's Authorized Signature

\_\_\_\_\_  
Date

Brian Dufault  
Dufault Publishing Signature

6/4/26

\_\_\_\_\_  
Date

\_\_\_\_\_  
Customer's Authorized Signature

\_\_\_\_\_  
Date

**DUFAULT**  
publishing

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PRICE PER BOOK \$12.87 DELIVERY DATE 5/12/27 SHIPPING No Charge

ADDITIONAL NOTES: \_\_\_\_\_  
All Color Yearbook, Shipping Included  
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Years of enrollment 2027 \_\_\_\_\_

## DUFAULT PUBLISHING IS HEREBY AUTHORIZED TO BE THE PUBLISHER OF:

SCHOOL NAME: Ramsey/Sanford Elementary

\_\_\_\_\_  
 Customer's Authorized Signature      Date

*Brian Dufault*      6/4/26  
 Dufault Publishing Signature      Date

\_\_\_\_\_  
 Customer's Authorized Signature      Date

