



Windom Area Schools

District Office:
PO Box 177
Windom MN 56101
Phone: 507-831-6901
Fax: 507-831-6919

An Equal Opportunity Employer
Windom Area Elementary
1200 17th Street
PO box 177
Windom MN 56101
Phone: 507-831-6925

Windom Area
Middle /High School
1400 17th Street
PO Box 177
Windom MN 56101
Phone: 507-831-6910

Windom Schools will create a safe, responsive, and nurturing environment where every learner receives a high-quality, challenging education that empowers them with the skills and knowledge needed for a successful future.

WWW.WINDOM.K12.MN.US

June 10th, 2024

Windom City Council Chamber

444 9th Street

Windom, MN 56101

June 10, 2024

6:30 PM

Live at [Media SB22](#) on youtube

1. Call to order
Angie Klassen
2. The Pledge of Allegiance
Angie Klassen
3. Approval of the Agenda (revise as necessary)
Angie Klassen
4. Public Hearing of Tax Abatement for 705 Plum Avenue, Windom
Angie Klassen
5. Approve Resolution 061024A Approving Tax Abatement for Certain Property Pursuant to Minn. Stat 469-1813 for 705 Plum Ave, Windom MN.
Angie Klassen
Approving Tax Abatement for certain Property Pursuant to MINN Stat 46-18313 for 705 Plum Avenue, Windom
6. Acceptance of Donations
Angie Klassen
\$11,000 from the Robert and Helen Remick Charitable Foundation Trust to purchase anti-bullying curriculum/speakers.

\$655 donation from the Robert and Helen Remick Charitable Foundation Trust for the SMI room field trip to Spirit Lake, IA YMCA pool

\$55 donation from Bethany Lutheran Church for the Elementary Backpack Program

\$7,500.00 from Robert and Helen Remick Charitable Foundation Trust for the Band and Choir Disney Trip.

\$220.00 from Windom Booster Club for Olivia Hoffman's Eagle Achievement

Project.

\$250.00 from Windom Booster Club for Tristyn Maras' Eagle Achievement Project.

Hy-Vee donated 6 cases of bananas to our Food Service Department valued at \$185

Washed rock for landscaping project at MSHS by Jace Harwood's Landscaping class valued at \$700.00 from Snowy River Hauling & Grading/Colin and Tyler Bennett

7. Approval of Consent Agenda

Angie Klassen

Approval of May Board Minutes (May 13th, 2024 only)

Approve of Bills & Wire Transfers

Approve Financial Report

Approve resignation from Parent Educator Nancy Sajban.

Approve resignation from Emma Pohlman as paraprofessional effective end of the 2023-2024 school year.

Approve resignation from Eliana Tade as Junior High Track and Field Coach effective the end of the 2023-2024 school year.

Approve resignation from Joni Fischenich as Winter Play Director effective the end of the 2023-2024 school year.

Approve resignation from Trey Randel as Junior High Football Coach effective the end of the 2023-2024 school year.

Approve resignation from Jackie Jurgens as paraprofessional effective August 16, 2024.

Approve resignation from Rebecca Burud-Kolander as Speech and Language Pathologist effective August 2, 2024.

Approve resignation from Aaron Walklin as Assistant Buildings and Grounds Supervisor effective June 5, 2024.

Approve resignation from Dora Larson as paraprofessional effective June 1, 2024.

Approve 1 year leave of absence for Mandie Borer, Cook Manager, beginning on July 1, 2024.

Approve the resignation of Kari Rubitschung as Food Service Director

Approve the hiring of Mandie Borer as Food Service Director effective July 1, 2024

Approve TOSA, Kristi Maricle, Peer Coach for the 2024-2025 school year.(No hard copy needed to bring to the meeting, signed through DocuSign.)

Approve hiring Kevin Defries, 2nd Shift Custodian, effective May 13, 2024.

Approve hiring Sarah Theesfeld, 1st Grade Teacher, effective the 2024-2025 school year.

Approve hiring Joan Schafer as Long-Term Substitute beginning approximately August 26, 2024, through approximately October 4, 2024.

8. Open Forum
Angie Klassen
9. Administration Report-Preschool/Elementary
Kristine Krafka
10. Administrative Report Middle School-Grades 5-8
Dane Nielsen
11. Administrative Report-High School-Grades 9-12
Bryan Joyce
12. Superintendent Report
Jamie Frank
13. Board of Education Report
Jamie Frank
14. Approve Annual QComp Report
Betsy Harwood
The QComp Committee will give the annual report for QComp. This includes goals, programming, and an overview of the QComp Program as it relates to Windom Schools.
15. Approve Fundraising Request
Jamie Frank
The 2025 Senior Class would like to host a fundraiser at the County Fair this year called- Dunk a Senior. The proceeds will be used to purchase a yearbook for every senior.
16. Approve Local Literacy Plan
Kris Krafka
The Local Literacy Plan is due to MDE by June 15. Kris Krafka has written the plan and will present to the board for approval.
17. Approve Resolution for the Minnesota State High School League (MSHSL) Annual Membership
Jamie Frank
This is the annual approval for the MSHSL Membership.
18. Approve Workman's Compensation Insurance with SFM for FY2025 beginning July 1, 2024.
Peggy Pfeffer, Business Manager
19. Approve Tenure and Continuing Contract Status for Eligible Teachers
Jamie Frank
The attached list of teachers have successfully completed three probationary years and are recommended for continuing contract status.
20. Approve Policies 213-1, 214-1, 402-1 and 403-1
21. Review Policies 408, 606, 608, 614, 619, and 807
Policy Committee
22. Call for Quotes on Milk/Dairy Products
Jamie Frank

23. Approve Date to Perform the Superintendent Evaluation

Jamie Frank

Each School Board Member is asked to complete the individual evaluation form. The school board chair will compile and present information in a closed session to the superintendent. The meeting following the closed session requires a summary of the evaluation to be released.

Proposed timeline:

- Complete the evaluation form by June 25
- Closed session for evaluation results on July 8th
- Evaluation summary presentation on July 22nd

24. Adjourn

Additional items for the Board

25. Review Policies 408, 606, 608, 614, 619, and 807

Policy Committee

WINDOM PUBLIC SCHOOL DISTRICT
PUBLIC HEARING NOTICE
RESIDENTIAL PROPERTY TAX ABATEMENT

A Public Hearing will be held by the Windom Board of Education on Monday, June 10, 2024, at the Board Meeting which begins at 6:30 P.M. in the Windom City Council Chambers at City Hall, 444 Ninth Street, Windom, Minnesota, to consider granting a residential property tax abatement pursuant to Minnesota Statutes §469.1813.

Request submitted by Borsgard Construction, LLC. Abatement period – 5 years commencing on first year of taxes payable for full assessed value related to new home. Based on 2024 tax rates, **estimated** total abatement could be approximately \$2,571.70.

Address of Property: 705 Plum Avenue, Windom, MN 56101

Legal Description of Property: Lot 2, Block 1 of Plum Bay Subdivision to the City of Windom, Cottonwood County, Minnesota.

Parcel #: 25-624-0020

All parties interested in commenting on this proposed abatement may attend the public hearing or submit written comments to the address below prior to the hearing.

BY ORDER OF THE WINDOM BOARD OF EDUCATION

Bruce Mews, Clerk
Windom Public School District
1400 17th Street
P. O. Box 177
Windom, MN 56101
Phone: 507-831-6901, Ext. 502

Published: May 22, 2024
(COTTONWOOD COUNTY CITIZEN)

WINDOM PUBLIC SCHOOL DISTRICT

RESOLUTION NO. 061024A

INTRODUCED:

SECONDED:

VOTED: Aye:

Nay:

Absent:

Abstained:

**RESOLUTION APPROVING TAX ABATEMENT FOR
CERTAIN PROPERTY PURSUANT TO MINN. STAT. §469.1813**

WHEREAS, Minnesota Statute §469.1813 gives authority to a School District to grant an abatement of a percentage of the property taxes imposed by the School District if certain criteria are met; and

WHEREAS, in addition to the statutory requirements, in December 2022 the Windom Board of Education (“School Board”) approved the Cottonwood County Home Initiative Guidelines (the “Guidelines”), established a cap of \$320,000 on the valuation of each new single-family home that will be eligible for tax abatement by the School District, and renewed the School District’s participation in the Cottonwood County Home Initiative Program; and

WHEREAS, Borsgard Construction, LLC, a Minnesota limited liability company, (“Borsgard”) is the owner of the following described real estate within Cottonwood County, Minnesota:

Parcel #: 25-624-0020

Address of Property: 705 Plum Avenue, Windom, MN 56101

Legal Description of Property: Lot 2, Block 1 of Plum Bay Subdivision to the City of Windom, Cottonwood County, Minnesota; and

WHEREAS, Borsgard proposes to a construct a new home on this property; and

WHEREAS, Borsgard has made application to the Windom Public School District (“School District”) for the abatement of taxes as to the above-described parcel; and

WHEREAS, Borsgard has met the statutory requirements outlined under Minnesota Statutes §469.1813 Subdivision 1(1) and Subdivision 1(2)(i) as well as the Cottonwood County Home Initiative guidelines for tax abatement; and

WHEREAS, the School District expects the benefits to the School District of the proposed abatement agreement to at least equal the costs to the School District of the proposed agreement

and finds that the proposed abatement is in the public interest because it will increase or preserve the tax base.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE WINDOM PUBLIC SCHOOL DISTRICT AS FOLLOWS:

1. The Windom Public School District does hereby grant an abatement to BORSGARD CONSTRUCTION, LLC, a Minnesota limited liability company, of the School District's share of real estate taxes upon the above-described parcel based on the proposed construction of a new single-family home on said real estate. Said abatement shall exclude the percentage that the School District is required to retain in state aid and local levy pursuant to Minnesota Statutes §§ 127A.40 to 127A.51, as said sections may be amended in the future.
2. The tax abatement will be for no more than five (5) years commencing on the first year of taxes payable for the full assessed value related to the capital improvement (new home) outlined above.
3. The School District shall provide the awarded abatement payment following payment by the property owners of the real estate taxes due annually. One single payment of the School District's share of the abatement shall be made to the property owners of record by December 30th of that calendar year.
4. The tax abatement shall be for the residential capital improvements only. Land values and the current base value are not eligible and will not be abated.
5. The abatement shall be null and void if construction of the new home is not commenced within six (6) months of the approval of this resolution or if real estate taxes are not paid on or before the respective annual payment deadlines.

Adopted this 10th day of June, 2024.

ATTEST:

Bruce Mews, Clerk

Joel Bordewyk, Chair

April 26, 2024

To: Cottonwood County Home Initiative Administrator

c/o Tiffany Lamb, EDA Director
Economic Development Authority of Windom
444 Ninth Street
P. O. Box 38
Windom, MN 56101

Re: Request for Residential Tax Abatement

Dear Tiffany:

We plan to construct a new single-family home on Lot 2, Block 1 of Plum Bay Subdivision in Windom. We are requesting residential tax abatement for the new home pursuant to the Cottonwood County Home Initiative Program. Our plans are to begin construction of the new home this year.

Our application includes:

1. This letter requesting abatement;
2. Legal description, address, and Parcel ID No. of the property;
3. Aerial or plat map showing the lot lines of the property;
4. A site plan showing the proposed location and dimensions of the new home on the property;
5. Floor plans for the new home;
6. Estimated market value of the new home.

Even though our estimated valuation of the new home is in excess of \$320,000, we understand that the maximum valuation on which tax abatement will be granted for the new home is capped at that amount. A copy of the Building Permit issued by the Windom Building & Zoning Office will be provided when available.

Should you have any questions or need additional information, please contact us.

Sincerely,

BORSGARD CONSTRUCTION, LLC


By: Richard Borsgard


By: Drake Borsgard

Applicant: Borsgard Construction, LLC

Mailing Address for Applicant: 2225 River Road, Windom, MN 56101

Contact Phone Nos.: Rick Borsgard - 507-822-1484; Drake Borsgard – 507-822-3845

Attachments

ATTACHMENT
to
COTTONWOOD COUNTY HOME INITIATIVE APPLICATION

Applicant: Borsgard Construction, LLC

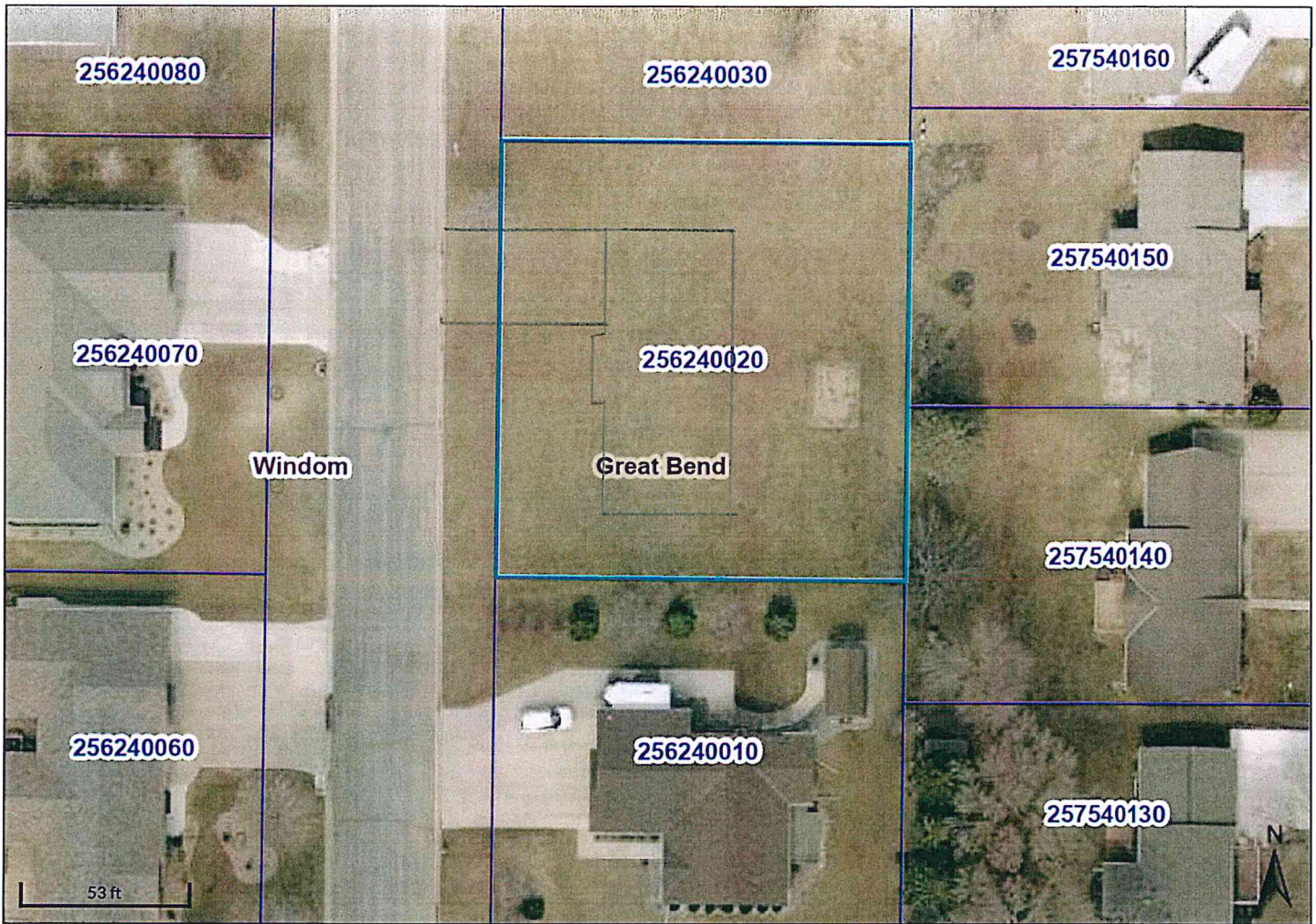
Parcel ID No.: 25-624-0020

Address of the Property: 705 Plum Avenue, Windom, Minnesota 56101

Legal Description of the Property: Lot 2, Block 1 of Plum Bay Subdivision to the City of Windom,
Cottonwood County, Minnesota.

Estimated Market Value of the New Home: \$408,000

Valuation Cap (per Guidelines): \$320,000

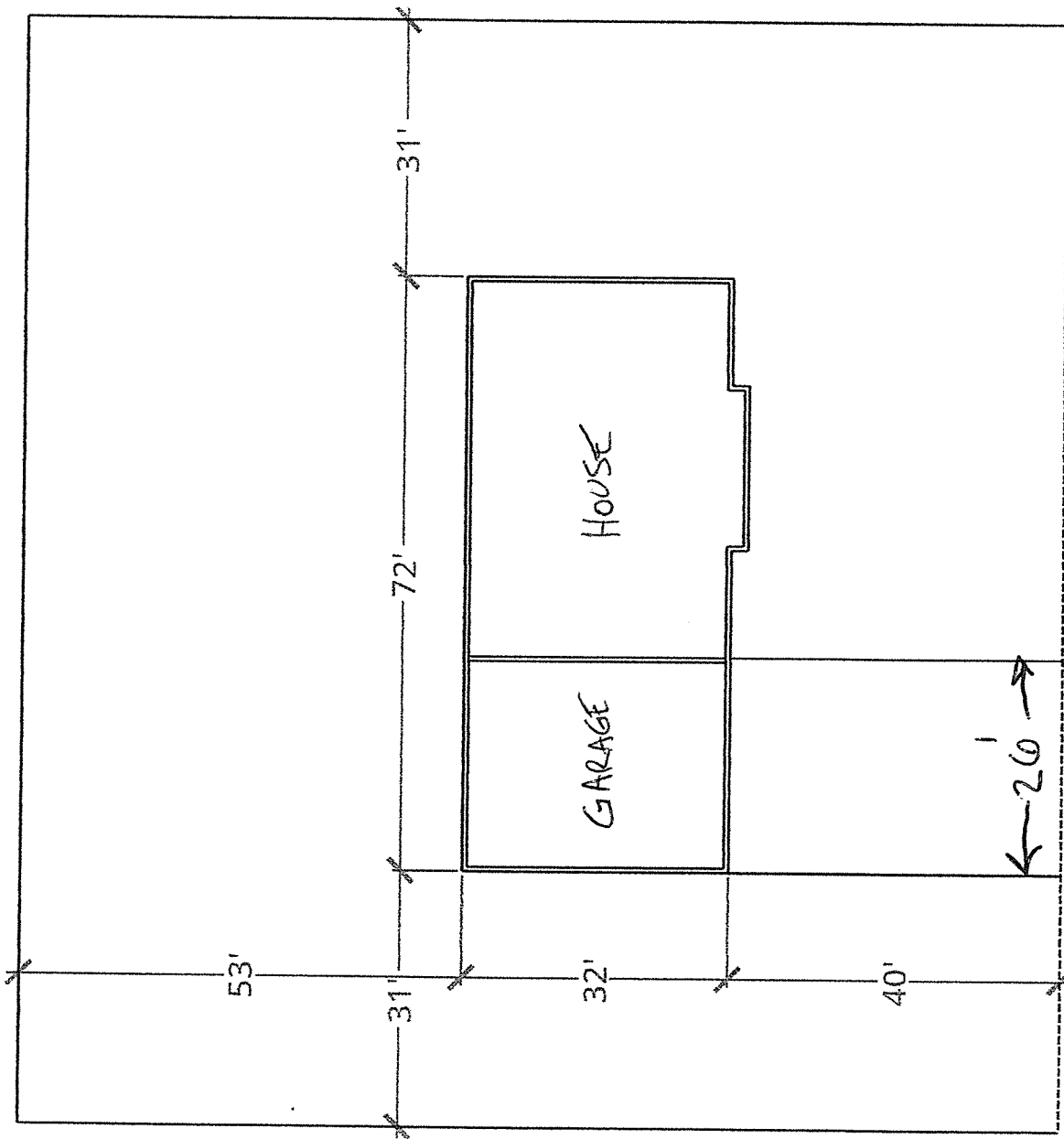


Parcel ID	256240020	Alternate ID	n/a	Owner Address	BORSGARD CONSTRUCTION LLC
Sec/Twp/Rng	0-0-0	Class	RESIDENTIAL VACANT LAND		2225 RIVER ROAD
Property Address		Acreage	n/a		WINDOM MN 56101
	WINDOM				
District	n/a				
Brief Tax Description	n/a				

(Note: Not to be used on legal documents)

Date created: 4/26/2024
 Last Data Uploaded: 4/26/2024 4:51:43 AM

Developed by  **Schneider**
 GEOSPATIAL

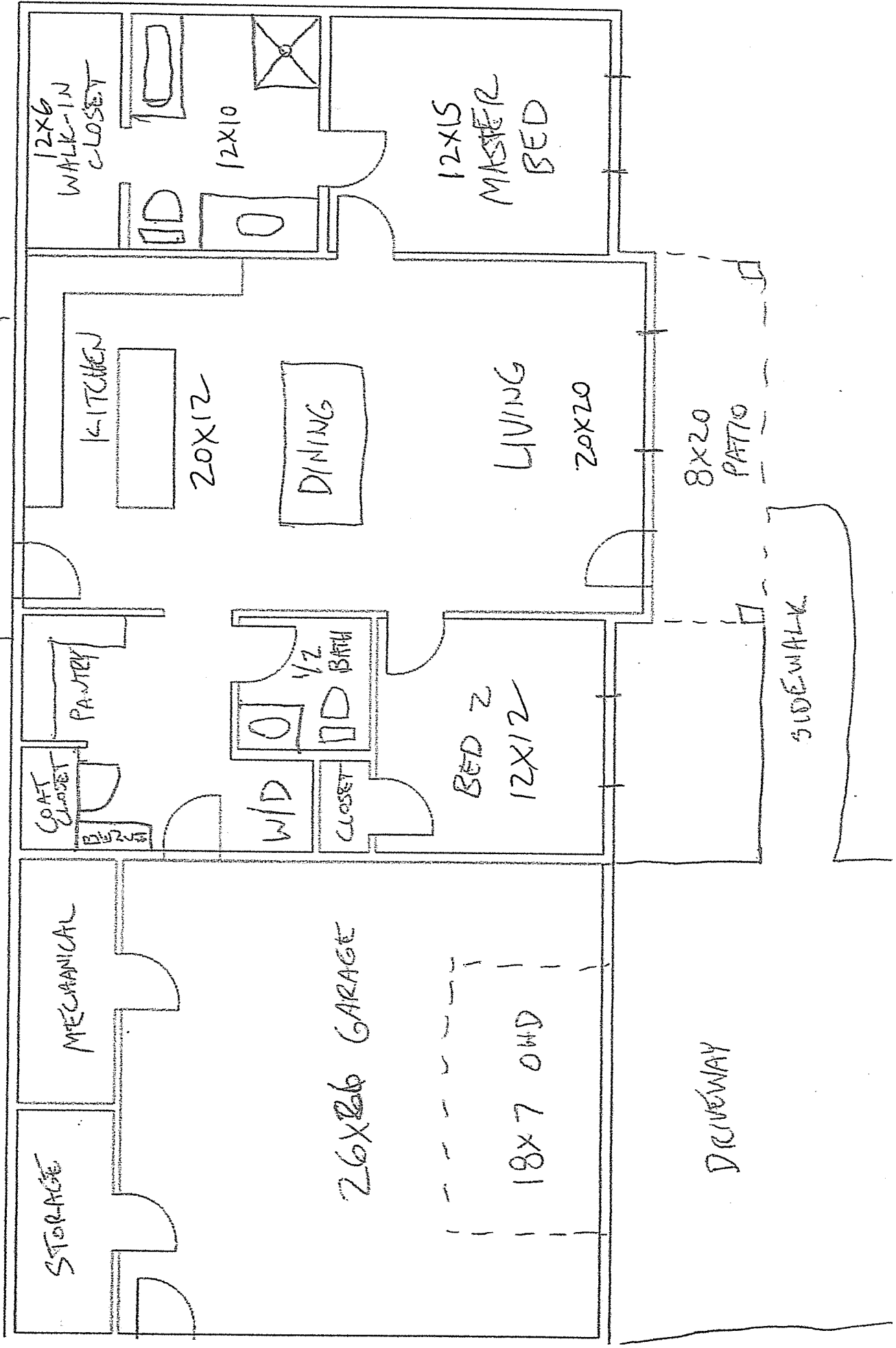


PLUM AVE

26' ←

46'

32' →



STORAGE

MECHANICAL

COAT CLOSET

PANTRY

KITCHEN

20X12

DINING

LIVING

20X20

BED 2

12X12

26X26 GARAGE

18X7 OWD

DRIVEWAY

SIDEWALK

8X20

PATIO

12X15

MASTER

BED

12X10

12X6

WALK-IN

CLOSET

OPTIONAL

PATIO

Member _____ introduced the following resolution and moved its adoption:

WHEREAS the following donations were received

BE IT RESOLVED by the Board of Education to accept the donations on behalf of Independent School District No. 177 to be used for the benefit of the students of Windom School District.

\$11,000 from the Robert and Helen Remick Charitable Foundation Trust to purchase anti-bullying curriculum/speakers.

\$655 donation from the Robert and Helen Remick Charitable Foundation Trust for the SMI room field trip to Spirit Lake, IA YMCA pool

\$55 donation from Bethany Lutheran Church for the Elementary Backpack Program

\$7,500.00 from Robert and Helen Remick Charitable Foundation Trust for the Band and Choir Disney Trip.

\$220.00 from Windom Booster Club for Olivia Hoffman's Eagle Achievement Project.

\$250.00 from Windom Booster Club for Tristyn Maras' Eagle Achievement Project.

Hy-Vee donated 6 cases of bananas to our Food Service Department valued at \$185

Washed rock for landscaping project at MSHS by Jace Harwood's Landscaping class valued at \$700.00 from Snowy River Hauling & Grading/Colin and Tyler Bennett

Member _____ seconded the motion. Upon vote, the resolution passed unanimously.

Windom Area Schools			Detail Register-Activity Account							May - June 2024	
Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
21	8248	04882	DFAULT PUBLISHING INC	5/7/2024 0:00	\$2,000.00	101606	E	21	100	301	23/24 Elementary Yearbook
21	8249	8583	EAGLE PATH MANUFACTURING	5/7/2024 0:00	\$100.00	101600	E	21	300	301	Gymnastics Awards
21	8250	8046	NIBBE, KELLI	5/7/2024 0:00	\$220.02	101601	E	21	300	301	Prom Supplies Reimbursement
21	8251	9270	USA CLAY TARGET LEAGUE	5/7/2024 0:00	\$990.00	101605	E	21	300	301	TRAP
21	8252	00975	WINDOM PUBLIC SCHOOL	5/7/2024 0:00	\$1,995.00	101602	E	21	300	301	Prom DJ SieffStyle Reimbursement
21	8252	00975	WINDOM PUBLIC SCHOOL	5/7/2024 0:00	\$219.67	101603	E	21	100	301	Youth Basketball Officials
21	8252	00975	WINDOM PUBLIC SCHOOL	5/7/2024 0:00	\$219.67	101604	E	21	100	301	Youth Basketball Officials
21	8253	8863	DACOTA RIDGE GOLF COURSE	5/10/2024 0:00	\$387.00	101614	E	21	300	301	Big South Conference Practice Round Fee
21	8254	03352	OAKDALE GOLF CLUB	5/16/2024 0:00	\$252.00	101692	E	21	300	301	Section Practice Round
21	8255	00975	WINDOM PUBLIC SCHOOL	5/16/2024 0:00	\$143.38	101689	E	21	100	301	Transportation to McDonalds - Grade1
21	8255	00975	WINDOM PUBLIC SCHOOL	5/16/2024 0:00	\$38.26	101690	E	21	300	301	Prom Bridge Repair - Lampert Reimbursement
21	8255	00975	WINDOM PUBLIC SCHOOL	5/16/2024 0:00	\$81.12	101691	E	21	300	301	Transportation to Lakefield, MN
21	8256	03813	BSN SPORTS	5/22/2024 0:00	\$700.00	101737	E	21	300	301	Tachikara Svmn Volley-Lite
21	8256	03813	BSN SPORTS	5/22/2024 0:00	\$360.00	101737	E	21	300	301	Voit Light Spike Volleyball
21	8256	03813	BSN SPORTS	5/22/2024 0:00	\$32.06	101737	E	21	300	301	Freight
21	8257	8583	EAGLE PATH MANUFACTURING	5/22/2024 0:00	\$50.00	101730	E	21	300	301	Cross Country Sign
21	8257	8583	EAGLE PATH MANUFACTURING	5/22/2024 0:00	\$30.00	101731	E	21	300	301	Baseball Awards
21	8258	00711	WINDOM QUICK PRINT	5/22/2024 0:00	\$103.75	101732	E	21	300	301	WAHS Baseball Posters
21	8259	00341	HY-VEE FOOD STORE WINDOM	5/22/2024 0:00	\$58.29	101735	E	21	300	301	White Cheddar Popcorn, Dum Dums, Mike n Ikes
21	8260	9222	Minnesota FFA	5/22/2024 0:00	\$30.00	101738	E	21	300	301	Livestock Team
21	8260	9222	Minnesota FFA	5/22/2024 0:00	\$30.00	101738	E	21	300	301	Meats Team
21	8261	8812	On Deck Sports	5/22/2024 0:00	\$407.98	101736	E	21	300	301	PS3005 - Premium Series Softball Screen
21	8261	8812	On Deck Sports	5/22/2024 0:00	\$113.98	101736	E	21	300	301	PS3100 - Field Screen Wheel Kits
21	8261	8812	On Deck Sports	5/22/2024 0:00	\$95.64	101736	E	21	300	301	Shipping
21	8262	01765	READING BUS LINE INC.	5/22/2024 0:00	\$2,400.00	101733	E	21	300	301	4/27-4/28 Windom to Okoboji
21	8263	8242	STG Inc.	5/22/2024 0:00	\$490.00	101734	E	21	300	301	The Wisconsin Dells - July Option
21	8264	9279	BOJI BOSS LLC	6/3/2024 0:00	\$3,780.40	101854	E	21	300	301	Prom Meal - Class of 2025
21	8265	00167	CENTER SPORTS	6/3/2024 0:00	\$238.56	101851	E	21	300	301	End of Year Awards
21	8266	04882	DFAULT PUBLISHING INC	6/3/2024 0:00	\$1,166.74	101846	E	21	300	301	MS Yearbooks - Soft Cover, Color Pages
21	8266	04882	DFAULT PUBLISHING INC	6/3/2024 0:00	\$229.50	101848	E	21	100	301	23/24 Elementary Yearbook
21	8267	04395	ESTRADA, ELSA	6/3/2024 0:00	\$285.00	101845	E	21	300	301	2024 Class Picture Prints
21	8268	03019	GODFATHERS PIZZA	6/3/2024 0:00	\$121.56	101850	E	21	300	301	Pizza
21	8269	01765	READING BUS LINE INC.	6/3/2024 0:00	\$3,100.00	101847	E	21	300	301	2024 Class Trip - Transportation to MSP and back
21	8270	01478	SOUTHWEST AWARDS	6/3/2024 0:00	\$82.50	101849	E	21	300	301	Track and Field Awards
21	8271	9278	T & R TROPHIES PLUS	6/3/2024 0:00	\$148.00	101853	E	21	300	301	Speech Awards
21	8272	00975	WINDOM PUBLIC SCHOOL	6/3/2024 0:00	\$80.46	101852	E	21	300	301	Ice Cream Cups & Spoons - Music Banquet
21	8273	00780	SCHWALBACH HDWE	6/3/2024 0:00	\$35.94	101875	E	21	300	301	Paint 1 Quart
21	8273	00780	SCHWALBACH HDWE	6/3/2024 0:00	\$95.43	101876	E	21	300	301	Class of 2024 Mural
				TOTAL	\$20,911.91						

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
Windom Area Schools			Detail Register-Transfers							May - June 2024	
Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
4	3963714	7386	MN LIQUID ASSET FUND	5/29/2024 0:00	\$181,000.00	101773	B	01	101	TRANSFER TO BANK MIDWEST ACCOUNT MAX	
4	3963714	7386	MN LIQUID ASSET FUND	5/29/2024 0:00	\$19,000.00	101773	B	01	101	TRANSFER TO BANK MIDWEST ACCOUNT LIQUID	
4	5172024	7386	MN LIQUID ASSET FUND	5/17/2024 0:00	\$800,000.00	101645	B	01	101	TRANSFER TO BANK MIDWEST ACCOUNT MAX	
4	5232024	7386	MN LIQUID ASSET FUND	5/23/2024 0:00	\$200,000.00	101727	B	01	101	TRANSFER TO BANK MIDWEST ACCOUNT MAX	
TOTAL					\$1,200,000.00						
Windom Area Schools			Detail Register-General Account							May - June 2024	
Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
7	2762	00948	BANK MIDWEST	5/21/2024 0:00	\$1,500.00	101726	B	01	101	SOFTBALL SECTION START UP CASH	
7	2762	00948	BANK MIDWEST	5/21/2024 0:00	\$150.00	101726	B	01	101	ECFE EVENT START UP	
7	2763	00948	BANK MIDWEST	5/31/2024 0:00	\$1,000.00	101844	B	01	101	START UP CASH SECTION BASEBALL	
7	2764	00948	BANK MIDWEST	6/4/2024 0:00	\$495.00	101927	E	01	050 000	STATE TRACK MEAL MONEY	
7	238466	03134	CHEMSEARCH	5/7/2024 0:00	\$259.95	101578	E	01	005 000	USOLV	
7	238466	03134	CHEMSEARCH	5/7/2024 0:00	\$9.95	101578	E	01	005 000	FUEL SURCHARGE	
7	238467	9265	JORDAN, PAUL	5/7/2024 0:00	\$130.00	101574	E	01	050 000	5.7.24 JV BB UMP	
7	238468	00812	JOSTENS INC	5/7/2024 0:00	\$5.60	101580	E	01	050 000	DIPLOMA	
7	238468	00812	JOSTENS INC	5/7/2024 0:00	\$9.95	101580	E	01	050 000	SHIPPING	
7	238469	8916	LUDOLPH BUS INC	5/7/2024 0:00	\$1,446.32	101579	E	01	005 723	APRIL 2024	
7	238470	00623	MAURER, RON	5/7/2024 0:00	\$260.00	101576	E	01	050 000	5.7.24 SB UMP	
7	238471	00884	MUSIC MART, THE	5/7/2024 0:00	\$54.93	101583	E	01	050 000	REPLACEMNT PARTS	
7	238471	00884	MUSIC MART, THE	5/7/2024 0:00	\$2.15	101584	E	01	050 000	CLAIRNET REEDS-ADJUSTED AMOUNT FROM PREVIOUS INVOICE	
7	238471	00884	MUSIC MART, THE	5/7/2024 0:00	\$4.00	101585	E	01	050 000	TROMBONE WATER KEY SPRING	
7	238471	00884	MUSIC MART, THE	5/7/2024 0:00	\$75.98	101586	E	01	050 000	RICO TENOR SAX REEDS	
7	238471	00884	MUSIC MART, THE	5/7/2024 0:00	\$89.97	101587	E	01	050 000	REEDS	
7	238471	00884	MUSIC MART, THE	5/7/2024 0:00	\$2.70	101587	E	01	050 000	MOUTHPIECE	
7	238471	00884	MUSIC MART, THE	5/7/2024 0:00	\$19.79	101588	E	01	050 000	SANITIZING MOUTHPIECE SPRAY	
7	238472	03504	PERFORMANCE FOODSERVICE- MARS	5/7/2024 0:00	\$1,395.16	101593	E	02	005 705	BREAKFAST	
7	238472	03504	PERFORMANCE FOODSERVICE- MARS	5/7/2024 0:00	\$109.20	101593	E	02	005 705	BREAKFAST SUPPLY	
7	238472	03504	PERFORMANCE FOODSERVICE- MARS	5/7/2024 0:00	\$2,458.71	101593	E	02	005 701	LUNCH	
7	238472	03504	PERFORMANCE FOODSERVICE- MARS	5/7/2024 0:00	\$62.29	101594	E	02	005 701	LUNCH	
7	238472	03504	PERFORMANCE FOODSERVICE- MARS	5/7/2024 0:00	\$8.51	101595	E	02	005 701	LUNCH	
7	238473	7317	RON'S ELECTRIC	5/7/2024 0:00	\$2,264.04	101589	E	01	005 370	BALLAST LIGHT SWITCHES EXHAUST FAN-MSHS	
7	238473	7317	RON'S ELECTRIC	5/7/2024 0:00	\$246.00	101590	E	01	005 370	SWITCH AT ELEMENTRY	
7	238473	7317	RON'S ELECTRIC	5/7/2024 0:00	\$815.96	101591	E	01	005 349	RADON FAN AT HIGHLAND	
7	238474	00421	ROSSOW, GREG	5/7/2024 0:00	\$260.00	101577	E	01	050 000	5.7.24 SB UMP	
7	238476	8588	SCHOOL SPECIALTY LLC.	5/7/2024 0:00	\$9.86	101582	E	01	330 000	054087 Tru-Ray Sulphite Construction Paper, 12 x 18 Inches, Violet, 50 Sheets	
7	238476	8588	SCHOOL SPECIALTY LLC.	5/7/2024 0:00	\$4.93	101582	E	01	330 000	054111 Tru-Ray Sulphite Construction Paper, 12 x 18 Inches, Royal Blue, 50 Sheets	
7	238476	8588	SCHOOL SPECIALTY LLC.	5/7/2024 0:00	\$2.79	101582	E	01	330 000	1537841 Tru-Ray Sulphite Construction Paper, 9 x 12 Inches, Atomic Blue, 50 Sheets	
7	238476	8588	SCHOOL SPECIALTY LLC.	5/7/2024 0:00	\$9.86	101582	E	01	330 000	1537842 Tru-Ray Sulphite Construction Paper, 12 x 18 Inches, Atomic Blue, 50 Sheets	

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description
7	238476	8588	SCHOOL SPECIALTY LLC.	5/7/2024 0:00	\$4.93	101582	E:01	330	000	054078 Tru-Ray Sulphite Construction Paper, 12 x 18 Inches, Turquoise, 50 Sheets
7	238476	8588	SCHOOL SPECIALTY LLC.	5/7/2024 0:00	\$9.86	101582	E:01	330	000	054108 Tru-Ray Sulphite Construction Paper, 12 x 18 Inches, Sky Blue, 50 Sheets
7	238476	8588	SCHOOL SPECIALTY LLC.	5/7/2024 0:00	\$2.79	101582	E:01	330	000	053979 Tru-Ray Sulphite Construction Paper, 9 x 12 Inches, Turquoise, 50 Sheets
7	238476	8588	SCHOOL SPECIALTY LLC.	5/7/2024 0:00	\$4.93	101582	E:01	330	000	054057 Tru-Ray Sulphite Construction Paper, 12 x 18 Inches, Magenta, 50 Sheets
7	238476	8588	SCHOOL SPECIALTY LLC.	5/7/2024 0:00	\$5.58	101582	E:01	330	000	054009 Tru-Ray Sulphite Construction Paper, 9 x 12 Inches, Sky Blue, 50 Sheets
7	238476	8588	SCHOOL SPECIALTY LLC.	5/7/2024 0:00	\$2.79	101582	E:01	330	000	216775 Tru-Ray Sulphite Construction Paper, 9 x 12 Inches, Holiday Red, 50 Sheets
7	238476	8588	SCHOOL SPECIALTY LLC.	5/7/2024 0:00	\$4.93	101582	E:01	330	000	054099 Tru-Ray Sulphite Construction Paper, 12 x 18 Inches, Shocking Pink, 50 Sheets
7	238476	8588	SCHOOL SPECIALTY LLC.	5/7/2024 0:00	\$2.79	101582	E:01	330	000	1537843 Tru-Ray Sulphite Construction Paper, 9 x 12 Inches, Lively Lemon, 50 Sheets
7	238476	8588	SCHOOL SPECIALTY LLC.	5/7/2024 0:00	\$4.93	101582	E:01	330	000	1537844 Tru-Ray Sulphite Construction Paper, 12 x 18 Inches, Lively Lemon, 50 Sheets
7	238476	8588	SCHOOL SPECIALTY LLC.	5/7/2024 0:00	\$4.93	101582	E:01	330	000	2041539 Tru-Ray Sulphite Construction Paper, 12 x 18 Inches, Dark Pink, 50 Sheets
7	238476	8588	SCHOOL SPECIALTY LLC.	5/7/2024 0:00	\$4.93	101582	E:01	330	000	054084 Tru-Ray Sulphite Construction Paper, 12 x 18 Inches, Brilliant Lime, 50 Sheets
7	238476	8588	SCHOOL SPECIALTY LLC.	5/7/2024 0:00	\$4.93	101582	E:01	330	000	1537845 Tru-Ray Sulphite Construction Paper, 12 x 18 Inches, Electric Orange, 50 Sheets
7	238476	8588	SCHOOL SPECIALTY LLC.	5/7/2024 0:00	\$4.93	101582	E:01	330	000	216776 Tru-Ray Sulphite Construction Paper, 12 x 18 Inches, Holiday Red, 50 Sheets
7	238476	8588	SCHOOL SPECIALTY LLC.	5/7/2024 0:00	\$4.93	101582	E:01	330	000	054144 Tru-Ray Sulphite Construction Paper, 12 x 18 Inches, Gray, 50 Sheets
7	238476	8588	SCHOOL SPECIALTY LLC.	5/7/2024 0:00	\$5.58	101582	E:01	330	000	216777 Tru-Ray Sulphite Construction Paper, 9 x 12 Inches, Holiday Green, 50 Sheets
7	238476	8588	SCHOOL SPECIALTY LLC.	5/7/2024 0:00	\$4.93	101582	E:01	330	000	216778 Tru-Ray Sulphite Construction Paper, 12 x 18 Inches, Holiday Green, 50 Sheets
7	238476	8588	SCHOOL SPECIALTY LLC.	5/7/2024 0:00	\$2.79	101582	E:01	330	000	2041531 Tru-Ray Sulphite Construction Paper, 9 x 12 Inches, Dark Pink, 50 Sheets
7	238476	8588	SCHOOL SPECIALTY LLC.	5/7/2024 0:00	\$2.79	101582	E:01	330	000	054042 Tru-Ray Sulphite Construction Paper, 9 x 12 Inches, Gray, 50 Sheets
7	238476	8588	SCHOOL SPECIALTY LLC.	5/7/2024 0:00	\$18.19	101582	E:01	330	000	1369039 Scotch 665 Double-Sided Tape, 0.50 x 1296 Inches, Clear, Pack of 2
7	238477	7071	SIMPLY GRANDE PIANO SERVICE	5/7/2024 0:00	\$195.00	101592	E:01	050	000	MISC
7	238478	05152	SMITH AUTO SUPPLY	5/7/2024 0:00	\$20.12	101581	E:01	005	380	SHIP AIR UNIT
7	238481	00412	SW/WC SERVICE COOPERATIVE	5/7/2024 0:00	\$676.98	101597	E:01	998	000	ALC-W
7	238481	00412	SW/WC SERVICE COOPERATIVE	5/7/2024 0:00	\$720.00	101597	E:01	998	000	STARRS OL
7	238481	00412	SW/WC SERVICE COOPERATIVE	5/7/2024 0:00	\$290.16	101597	E:01	998	000	STARRS
7	238481	00412	SW/WC SERVICE COOPERATIVE	5/7/2024 0:00	\$483.66	101597	E:01	998	000	ALC-W
7	238481	00412	SW/WC SERVICE COOPERATIVE	5/7/2024 0:00	\$387.00	101597	E:01	998	000	ALC-W
7	238481	00412	SW/WC SERVICE COOPERATIVE	5/7/2024 0:00	\$720.00	101597	E:01	998	000	STARRS
7	238481	00412	SW/WC SERVICE COOPERATIVE	5/7/2024 0:00	\$580.32	101597	E:01	998	000	ALC-W
7	238481	00412	SW/WC SERVICE COOPERATIVE	5/7/2024 0:00	\$720.00	101597	E:01	998	000	STARRS
7	238481	00412	SW/WC SERVICE COOPERATIVE	5/7/2024 0:00	\$676.98	101597	E:01	998	000	ALC-W
7	238481	00412	SW/WC SERVICE COOPERATIVE	5/7/2024 0:00	\$720.00	101597	E:01	998	000	STARRS
7	238481	00412	SW/WC SERVICE COOPERATIVE	5/7/2024 0:00	\$774.00	101597	E:01	998	000	ALC-W
7	238482	04277	BAHR, SCOTT	5/7/2024 0:00	\$130.00	101598	E:01	050	000	5.7.24 BB UMP
7	238483	04682	CHRISTOPHER, COREY	5/7/2024 0:00	\$130.00	101599	E:01	050	000	5.7.24 BB UMP
7	238484	04730	BIRD, TIM	5/9/2024 0:00	\$130.00	101610	E:01	050	000	5.9.24 BB UMP
7	238486	9265	JORDAN, PAUL	5/9/2024 0:00	\$130.00	101611	E:01	050	000	5.9.24 JV BB UMP
7	238487	02874	THIESSE, GREG	5/9/2024 0:00	\$130.00	101609	E:01	050	000	5.9.24 BB UMP
7	238488	8173	TJENTLAND, BILL	5/9/2024 0:00	\$100.00	101612	E:01	050	000	5.9.24 JH BB UMP
7	238489	00963	BALOUN, AL	5/10/2024 0:00	\$260.00	101616	E:01	050	000	5.10.24 SB UMP
7	238490	9200	HAUGE, STEVE	5/10/2024 0:00	\$260.00	101618	E:01	050	000	5.10.24 SB UMP
7	238491	00421	ROSSOW, GREG	5/10/2024 0:00	\$260.00	101617	E:01	050	000	5.10.24 SB UMP

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
7	238492	9273	ROUFS, FRED	5/13/2024 0:00	\$130.00	101644	E	01	050	000	5.13.24 BB UMP
7	238493	8640	ROUFS, JAY	5/13/2024 0:00	\$130.00	101643	E	01	050	000	5.13.24 BB UMP
7	238494	8640	ROUFS, JAY	5/14/2024 0:00	\$260.00	101646	E	01	050	000	5.14.24 BB UMP
7	238495	03839	SUDENGA, JEFF	5/14/2024 0:00	\$260.00	101647	E	01	050	000	5.14.24 BB UMP
7	238496	00915	A & B BUSINESS EQUIPMENT	5/14/2024 0:00	\$2,108.42	101649	E	01	005	302	CONTRACT BASE RATE FOR 5.5.24-6.4.24
7	238496	00915	A & B BUSINESS EQUIPMENT	5/14/2024 0:00	\$3,441.17	101649	E	01	005	302	CONTRACT USAGE CHARGE 4.5.24-5.4.24
7	238497	05164	AT & T MOBILITY	5/14/2024 0:00	\$140.50	101677	E	01	005	000	APRIL
7	238498	04273	BIMBO FOODS INC/EARTHGRAINS BAK	5/14/2024 0:00	\$66.36	101650	E	02	330	701	BREAD
7	238498	04273	BIMBO FOODS INC/EARTHGRAINS BAK	5/14/2024 0:00	\$256.40	101651	E	02	005	701	BREAD
7	238498	04273	BIMBO FOODS INC/EARTHGRAINS BAK	5/14/2024 0:00	\$459.72	101652	E	02	330	701	BREAD
7	238499	00973	CITY OF WINDOM	5/14/2024 0:00	\$43.79	101681	E	01	005	000	ENVIRONMENTAL TRAIL ELECTRICITY
7	238499	00973	CITY OF WINDOM	5/14/2024 0:00	\$1,477.93	101681	E	01	050	000	MSHS WATER
7	238499	00973	CITY OF WINDOM	5/14/2024 0:00	\$12,636.29	101681	E	01	050	000	MSHS ELECTRICITY
7	238499	00973	CITY OF WINDOM	5/14/2024 0:00	\$708.56	101681	E	01	330	000	ELEMENTARY WATER
7	238499	00973	CITY OF WINDOM	5/14/2024 0:00	\$6,708.58	101681	E	01	330	000	ELEMENTARY ELECTRICITY
7	238499	00973	CITY OF WINDOM	5/14/2024 0:00	\$299.91	101681	E	01	030	000	WINFAIR WATER
7	238499	00973	CITY OF WINDOM	5/14/2024 0:00	\$1,778.60	101681	E	01	030	000	WINFAIR ELECTRICITY
7	238499	00973	CITY OF WINDOM	5/14/2024 0:00	\$193.16	101681	E	01	020	000	HIGHLAND WATER
7	238499	00973	CITY OF WINDOM	5/14/2024 0:00	\$934.04	101681	E	01	020	000	HIGHLAND ELECTRICTY
7	238500	00973	CITY OF WINDOM	5/14/2024 0:00	\$693.97	101682	E	01	005	000	COMMERCIAL VOICE
7	238500	00973	CITY OF WINDOM	5/14/2024 0:00	\$241.49	101682	E	01	005	363	H&S
7	238500	00973	CITY OF WINDOM	5/14/2024 0:00	\$2.19	101682	E	02	005	701	FOOD SERVICE
7	238500	00973	CITY OF WINDOM	5/14/2024 0:00	\$1.69	101682	E	04	005	321	COMMUNITY ED
7	238501	04605	COTTONWOOD COUNTY DAC	5/14/2024 0:00	\$1,661.44	101664	E	01	050	740	LD-APRIL
7	238501	04605	COTTONWOOD COUNTY DAC	5/14/2024 0:00	\$315.48	101664	E	01	050	740	LD-APRIL TRANSPORTATION
7	238502	8583	EAGLE PATH MANUFACTURING	5/14/2024 0:00	\$280.00	101660	E	01	050	000	3-SPORT ATHLETE PLAQUES
7	238502	8583	EAGLE PATH MANUFACTURING	5/14/2024 0:00	\$950.00	101661	E	01	050	000	BIG SOUTH SIGN SET AT ISLAND PARK
7	238503	00070	IND SCHOOL DISTRICT #518	5/14/2024 0:00	\$100.00	101653	E	01	060	000	5.17.24 TRACK MEET
7	238504	00070	IND SCHOOL DISTRICT #518	5/14/2024 0:00	\$170.00	101654	E	01	060	000	5.14.24 TROJAN RELAY
7	238505	02781	INGRAM BOOK CO	5/14/2024 0:00	\$53.00	101658	E	01	330	000	BO BOOKS
7	238506	02367	INSTITUTE FOR ENVIRMTL ASSMT	5/14/2024 0:00	\$863.48	101662	E	01	005	352	EHS MANAGEMENT SERVICES
7	238506	02367	INSTITUTE FOR ENVIRMTL ASSMT	5/14/2024 0:00	\$1,104.73	101662	E	01	005	366	INDDOOR AIR QUALITY
7	238507	02350	KINECT ENERGY INC	5/14/2024 0:00	\$1,124.14	101679	E	01	020	000	HIGHLAND NATURAL GAS
7	238507	02350	KINECT ENERGY INC	5/14/2024 0:00	\$4,859.06	101679	E	01	330	000	ELEMENTARY NATURAL GAS
7	238507	02350	KINECT ENERGY INC	5/14/2024 0:00	\$6,201.07	101679	E	01	030	000	WINFAIR NATURAL GAS
7	238507	02350	KINECT ENERGY INC	5/14/2024 0:00	\$5,938.92	101679	E	01	050	000	MSHS NATURAL GAS
7	238507	02350	KINECT ENERGY INC	5/14/2024 0:00	\$528.80	101679	E	01	005	000	STORAGE SHED NATURAL GAS
7	238507	02350	KINECT ENERGY INC	5/14/2024 0:00	\$547.00	101680	E	01	005	000	MAY 2024
7	238508	8876	MADISON NATIONAL LIFE INS CO, INC	5/14/2024 0:00	\$1,011.08	101665	B	01	215		TERM LIFE INS.
7	238508	8876	MADISON NATIONAL LIFE INS CO, INC	5/14/2024 0:00	\$2,207.96	101665	E	01	005	000	LTD
7	238509	03339	MARSH & MCLENNAN AGENCY - RJF M	5/14/2024 0:00	\$2,500.00	101655	E	01	005	000	2024-2025 INTERNATIONAL LIABILITY INVOICE

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description
7	238510	04475	PALMER BUS SERVICE	5/14/2024 0:00	\$1,861.60	101678	E:01	005	720	ALC ELC TRANSPORT
7	238510	04475	PALMER BUS SERVICE	5/14/2024 0:00	\$1,861.60	101678	E:01	005	723	TRANSPORT TO AND FROM ELC
7	238510	04475	PALMER BUS SERVICE	5/14/2024 0:00	\$1,303.12	101678	E:01	005	723	TRANSPORT TO AND FROM ELC
7	238510	04475	PALMER BUS SERVICE	5/14/2024 0:00	\$1,675.44	101678	E:01	005	723	TRANSPORT TO AND FROM HS
7	238510	04475	PALMER BUS SERVICE	5/14/2024 0:00	\$6,154.20	101678	E:01	005	733	APRIL VAN MILES
7	238510	04475	PALMER BUS SERVICE	5/14/2024 0:00	\$70,811.00	101678	E:01	005	720	APRIL REG ROUTE
7	238510	04475	PALMER BUS SERVICE	5/14/2024 0:00	\$7,081.20	101678	E:01	005	723	APRIL SPED
7	238510	04475	PALMER BUS SERVICE	5/14/2024 0:00	\$5,462.44	101678	E:01	005	723	APRIL AM ECSE ROUTE
7	238510	04475	PALMER BUS SERVICE	5/14/2024 0:00	\$6,426.40	101678	E:01	005	723	APRIL PM ECSE HOURS
7	238510	04475	PALMER BUS SERVICE	5/14/2024 0:00	\$1,116.96	101678	E:01	005	161	EXTENDED LEARNING BUS ROUTE
7	238510	04475	PALMER BUS SERVICE	5/14/2024 0:00	\$25.94	101678	E:01	005	723	DIESEL SPED SHARE
7	238510	04475	PALMER BUS SERVICE	5/14/2024 0:00	\$528.47	101678	E:01	005	720	DIESEL REGULAR SHARE
7	238510	04475	PALMER BUS SERVICE	5/14/2024 0:00	\$14.94	101678	E:01	005	720	GAS SHARE SPED
7	238510	04475	PALMER BUS SERVICE	5/14/2024 0:00	\$81.04	101678	E:01	005	720	GAS SHARE REGULAR
7	238510	04475	PALMER BUS SERVICE	5/14/2024 0:00	\$6,817.57	101678	E:01	005	733	XTRA CURRICULAR BUS HOURS
7	238510	04475	PALMER BUS SERVICE	5/14/2024 0:00	\$9,322.56	101678	E:01	005	733	XTRA CURRICULAR BUS MILES
7	238510	04475	PALMER BUS SERVICE	5/14/2024 0:00	\$573.52	101678	E:01	005	733	XTRA CURRICULAR MINIMUM
7	238510	04475	PALMER BUS SERVICE	5/14/2024 0:00	-\$1,300.00	101678	E:01	005	302	APRIL TERMINAL RENT
7	238510	04475	PALMER BUS SERVICE	5/14/2024 0:00	\$1,536.75	101678	E:01	005	723	DRIVER HOURS PRAIRIE CARE
7	238510	04475	PALMER BUS SERVICE	5/14/2024 0:00	\$409.80	101678	E:01	005	723	VAN MILES PRAIRIE CARE
7	238510	04475	PALMER BUS SERVICE	5/14/2024 0:00	\$1,396.20	101678	E:01	005	723	TRANSPORT TO AND FROM SCHOOL
7	238510	04475	PALMER BUS SERVICE	5/14/2024 0:00	\$1,489.28	101678	E:01	005	723	TRANSPORT TO AND FROM SCHOOL
7	238511	03504	PERFORMANCE FOODSERVICE- MARS	5/14/2024 0:00	\$237.04	101667	E:02	330	705	BREAKFAST
7	238511	03504	PERFORMANCE FOODSERVICE- MARS	5/14/2024 0:00	\$38.86	101667	E:02	330	705	BREAKFAST SUPPLY
7	238511	03504	PERFORMANCE FOODSERVICE- MARS	5/14/2024 0:00	\$134.57	101667	E:02	330	701	LUNCH
7	238511	03504	PERFORMANCE FOODSERVICE- MARS	5/14/2024 0:00	\$16.21	101667	E:02	330	701	LUNCH SUPPLY
7	238511	03504	PERFORMANCE FOODSERVICE- MARS	5/14/2024 0:00	\$147.85	101668	E:02	030	705	BREAKFAST
7	238511	03504	PERFORMANCE FOODSERVICE- MARS	5/14/2024 0:00	\$38.86	101668	E:02	030	705	BREAKFAST SUPPLY
7	238511	03504	PERFORMANCE FOODSERVICE- MARS	5/14/2024 0:00	\$195.83	101668	E:02	030	701	LUNCH
7	238511	03504	PERFORMANCE FOODSERVICE- MARS	5/14/2024 0:00	\$92.70	101668	E:02	030	701	LUNCH SUPPLY
7	238511	03504	PERFORMANCE FOODSERVICE- MARS	5/14/2024 0:00	\$192.92	101669	E:02	330	701	LUNCH
7	238511	03504	PERFORMANCE FOODSERVICE- MARS	5/14/2024 0:00	\$472.96	101670	E:02	005	706	FF
7	238511	03504	PERFORMANCE FOODSERVICE- MARS	5/14/2024 0:00	\$782.49	101670	E:02	330	705	BREAKFAST
7	238511	03504	PERFORMANCE FOODSERVICE- MARS	5/14/2024 0:00	\$116.58	101670	E:02	330	705	BREAKFAST SUPPLY
7	238511	03504	PERFORMANCE FOODSERVICE- MARS	5/14/2024 0:00	\$1,778.80	101670	E:02	330	701	LUNCH
7	238511	03504	PERFORMANCE FOODSERVICE- MARS	5/14/2024 0:00	\$468.34	101670	E:02	330	701	LUNCH SUPPLY
7	238511	03504	PERFORMANCE FOODSERVICE- MARS	5/14/2024 0:00	\$296.27	101671	E:02	005	701	LUNCH
7	238511	03504	PERFORMANCE FOODSERVICE- MARS	5/14/2024 0:00	\$74.73	101672	E:02	005	701	LUNCH SUPPLY
7	238511	03504	PERFORMANCE FOODSERVICE- MARS	5/14/2024 0:00	\$261.88	101673	E:02	005	701	LUNCH
7	238511	03504	PERFORMANCE FOODSERVICE- MARS	5/14/2024 0:00	\$152.12	101674	E:02	005	701	LUNCH
7	238511	03504	PERFORMANCE FOODSERVICE- MARS	5/14/2024 0:00	\$320.81	101675	E:02	005	707	ALACARTE

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description
7	238511	03504	PERFORMANCE FOODSERVICE- MARS	5/14/2024 0:00	\$1,082.35	101675	E	02	005 705	BREAKFAST
7	238511	03504	PERFORMANCE FOODSERVICE- MARS	5/14/2024 0:00	\$72.80	101675	E	02	005 705	BREAKFAST SUPPLY
7	238511	03504	PERFORMANCE FOODSERVICE- MARS	5/14/2024 0:00	\$2,624.54	101675	E	02	005 701	LUNCH
7	238511	03504	PERFORMANCE FOODSERVICE- MARS	5/14/2024 0:00	\$343.35	101675	E	02	005 701	LUNCH SUPPLY
7	238511	03504	PERFORMANCE FOODSERVICE- MARS	5/14/2024 0:00	\$25.70	101675	E	02	030 701	ALC
7	238511	03504	PERFORMANCE FOODSERVICE- MARS	5/14/2024 0:00	\$115.11	101676	E	02	330 705	BREAKFAST
7	238511	03504	PERFORMANCE FOODSERVICE- MARS	5/14/2024 0:00	\$428.66	101676	E	02	330 701	LUNCH
7	238511	03504	PERFORMANCE FOODSERVICE- MARS	5/14/2024 0:00	\$47.95	101676	E	02	330 701	LUNCH SUPPLIES
7	238512	9153	PROCARE THERAPY	5/14/2024 0:00	\$2,625.00	101666	E	01	060 740	WEEK OF APRIL 29-MAY 5, 2024
7	238513	9186	SCHMIDT, JUSTIN	5/14/2024 0:00	\$165.00	100090	E	01	050 000	GBB OFFICIAL 01.15.24
7	238514	02165	SCHWICKERT'S TECTA AMERICA	5/14/2024 0:00	\$986.80	101659	E	01	005 383	NEW GYM LOBBY ROOF REPAIR
7	238515	03104	SNA DEPOSITORY	5/14/2024 0:00	\$56.50	101656	E	02	005 701	B. VANDE HOEF-448006
7	238515	03104	SNA DEPOSITORY	5/14/2024 0:00	\$194.50	101656	E	02	005 701	K. RUBITSCHUNG-592805
7	238515	03104	SNA DEPOSITORY	5/14/2024 0:00	\$6.00	101656	E	02	005 701	SNA PROCESSING FEE
7	238516	04850	SOUTHWEST METRO INTERMEDIATE C	5/14/2024 0:00	\$264.73	101663	E	01	998 000	CCJ- JAIL TUITION BILLING SW
7	238517	00744	WINDOM AREA HEALTH	5/14/2024 0:00	\$125.00	101657	E	01	050 000	SPORTS MED BBB 3.7.24
7	238518	9070	AIR MADNESS	5/16/2024 0:00	\$1,002.60	101686	E	01	330 000	5.20.24 3 FIELD TRIP
7	238519	9265	JORDAN, PAUL	5/16/2024 0:00	\$130.00	101688	E	01	050 000	5.16.24 JV BB UMP
7	238520	03352	OAKDALE GOLF CLUB	5/16/2024 0:00	\$50.00	101687	E	01	050 000	5.22.24 BOYS/GIRLS GOLF
7	238521	02172	PRUNTY, MATT	5/16/2024 0:00	\$130.00	101683	E	01	050 000	5.16.24 BB UMP
7	238522	7151	THOMPSON, TODD	5/16/2024 0:00	\$130.00	101684	E	01	050 000	5.16.24 BB UMP
7	238523	8252	WASHINGTON PAVILION	5/16/2024 0:00	\$559.00	101685	E	01	330 000	5.20.24 3 FIELD TRIP
7	238524	7338	240201-NCBERS MINNESOTA	5/20/2024 0:00	\$320.00	101713	B	01	215	PERA LIFE INSURANCE
7	238525	8537	Alpha Wireless	5/23/2024 0:00	\$319.35	101756	E	01	330 000	INSTALL NEW POWER SUPPLY/FIXED 1 ISSUE DOOR ELEM
7	238526	04273	BIMBO FOODS INC/EARTHGRAINS BAK	5/23/2024 0:00	\$151.40	101746	E	02	005 701	BREAD
7	238526	04273	BIMBO FOODS INC/EARTHGRAINS BAK	5/23/2024 0:00	\$20.16	101747	E	02	030 701	BREAD
7	238526	04273	BIMBO FOODS INC/EARTHGRAINS BAK	5/23/2024 0:00	\$378.96	101748	E	02	005 701	BREAD
7	238526	04273	BIMBO FOODS INC/EARTHGRAINS BAK	5/23/2024 0:00	\$35.70	101749	E	02	030 701	BREAD
7	238527	9149	BLK ELECTRIC	5/23/2024 0:00	\$1,100.00	101743	E	01	005 370	LIGHTING CONTROLLER ELEMENTARY
7	238528	9274	COMMITTEE FOR CHILDREN	5/23/2024 0:00	\$0.00	101744	E	01	005 000	QUOTE #5049056
7	238528	9274	COMMITTEE FOR CHILDREN	5/23/2024 0:00	\$0.00	101744	E	01	005 000	5 YEAR LICENSE - ENDS ON 7/31/2029
7	238528	9274	COMMITTEE FOR CHILDREN	5/23/2024 0:00	\$499.00	101744	E	01	005 000	#100869 SECOND STEP EARLY LEARNING CLASSROOM KIT
7	238528	9274	COMMITTEE FOR CHILDREN	5/23/2024 0:00	\$13,122.00	101744	E	01	005 000	#903005 SECOND STEP ELEMENTARY AND SECOND STEP MIDDLE SCHOOL SINGLE SITE PRICING 5 YEAR LICENSE
7	238528	9274	COMMITTEE FOR CHILDREN	5/23/2024 0:00	\$9,747.00	101744	E	01	005 000	#903605 SECOND STEP HIGH SCHOOL SINGLE SITE PRICING 5 YEAR LICENSE
7	238528	9274	COMMITTEE FOR CHILDREN	5/23/2024 0:00	-\$1,949.40	101744	E	01	005 000	HSINTRO20 20% INTRODUCTORY DISCOUNT
7	238528	9274	COMMITTEE FOR CHILDREN	5/23/2024 0:00	-\$2,141.86	101744	E	01	005 000	DISCOUNT
7	238529	8341	Cottonwood County Agricultural Society %	5/23/2024 0:00	\$1,300.00	101758	E	01	005 302	BUS BARN RENT MAY 2024
7	238530	8583	EAGLE PATH MANUFACTURING	5/23/2024 0:00	\$180.00	101754	E	01	050 000	CITIZENSHIP AWARDS
7	238530	8583	EAGLE PATH MANUFACTURING	5/23/2024 0:00	\$100.00	101755	E	01	050 000	NEST SIGNS
7	238531	00341	HY-VEE FOOD STORE WINDOM	5/23/2024 0:00	\$43.23	101761	E	01	050 830	HS FACS
7	238531	00341	HY-VEE FOOD STORE WINDOM	5/23/2024 0:00	\$504.11	101761	E	01	060 000	MS FACS

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description
7	238531	00341	HY-VEE FOOD STORE WINDOM	5/23/2024 0:00	\$6.49	101761	E	02	005 701	HS FOODS
7	238531	00341	HY-VEE FOOD STORE WINDOM	5/23/2024 0:00	\$6.30	101761	E	02	330 701	ELEM FOOD
7	238531	00341	HY-VEE FOOD STORE WINDOM	5/23/2024 0:00	\$450.00	101761	E	02	330 701	FF
7	238531	00341	HY-VEE FOOD STORE WINDOM	5/23/2024 0:00	\$22.00	101761	E	04	005 321	ADVENTURE CLUB
7	238531	00341	HY-VEE FOOD STORE WINDOM	5/23/2024 0:00	\$20.53	101761	E	04	005 325	ECFE
7	238531	00341	HY-VEE FOOD STORE WINDOM	5/23/2024 0:00	\$180.00	101761	R	01	050 000	CONCESSIONS
7	238531	00341	HY-VEE FOOD STORE WINDOM	5/23/2024 0:00	\$67.03	101762	E	01	050 000	MISC GROCERIES
7	238532	00463	IND SCHOOL DISTRICT #85	5/23/2024 0:00	\$125.00	101740	E	01	060 000	JH SB TOURNEY
7	238533	02781	INGRAM BOOK CO	5/23/2024 0:00	\$32.33	101759	E	01	050 000	BOOKS FROM PO 20185
7	238533	02781	INGRAM BOOK CO	5/23/2024 0:00	\$9.00	101759	E	01	050 000	SHIPPING
7	238533	02781	INGRAM BOOK CO	5/23/2024 0:00	\$207.52	101760	E	01	330 000	BOOKS FROM PO 20184
7	238533	02781	INGRAM BOOK CO	5/23/2024 0:00	\$9.00	101760	E	01	330 000	SHIPPING
7	238534	05132	KRISS PREMIUM PRODUCTS INC	5/23/2024 0:00	\$1,565.00	101757	E	01	005 380	BOILER WATER TREATMENT
7	238534	05132	KRISS PREMIUM PRODUCTS INC	5/23/2024 0:00	\$1,406.00	101757	E	01	005 380	METAL PASSIVATOR
7	238534	05132	KRISS PREMIUM PRODUCTS INC	5/23/2024 0:00	\$1,270.00	101757	E	01	005 380	OXYGEN SCAVENGER
7	238534	05132	KRISS PREMIUM PRODUCTS INC	5/23/2024 0:00	\$329.55	101757	E	01	005 380	SHIPPING AND HANDLING
7	238535	03346	MIDSTATES AUDIO & VIDEO INC.	5/23/2024 0:00	\$0.00	101742	E	01	005 000	QSC CORE
7	238535	03346	MIDSTATES AUDIO & VIDEO INC.	5/23/2024 0:00	\$0.00	101742	E	01	005 000	QSC SLMST-110-P LICENSE FOR MICROSOFT TEAMS ROOM SOFTWARE
7	238535	03346	MIDSTATES AUDIO & VIDEO INC.	5/23/2024 0:00	\$0.00	101742	E	01	005 000	QSC TSC-70 PoE TOUCH SCREEN CONTROLLER
7	238535	03346	MIDSTATES AUDIO & VIDEO INC.	5/23/2024 0:00	\$0.00	101742	E	01	005 000	LIBERTY AV SOLUTIONS PANEL
7	238535	03346	MIDSTATES AUDIO & VIDEO INC.	5/23/2024 0:00	\$10,066.45	101742	E	01	005 000	ARAKNIS NETWORKS DUAL WAN ROUTER
7	238535	03346	MIDSTATES AUDIO & VIDEO INC.	5/23/2024 0:00	\$267.54	101742	E	01	005 000	SHIPPING & HANDLING
7	238536	8895	PEDERSON, KATHY	5/23/2024 0:00	\$20.00	101752	E	04	005 321	DEFENSIVE DRIVER TRAINING BALANCE PAID
7	238537	03504	PERFORMANCE FOODSERVICE- MARS	5/23/2024 0:00	\$644.72	101763	E	02	005 706	FF
7	238537	03504	PERFORMANCE FOODSERVICE- MARS	5/23/2024 0:00	\$118.07	101764	E	02	005 701	MSHS
7	238537	03504	PERFORMANCE FOODSERVICE- MARS	5/23/2024 0:00	\$15.80	101765	E	02	005 701	MSHS
7	238537	03504	PERFORMANCE FOODSERVICE- MARS	5/23/2024 0:00	\$96.54	101766	E	02	005 701	MSHS
7	238537	03504	PERFORMANCE FOODSERVICE- MARS	5/23/2024 0:00	\$242.80	101767	E	02	005 706	ELEMENTARY
7	238537	03504	PERFORMANCE FOODSERVICE- MARS	5/23/2024 0:00	\$36.04	101767	E	02	330 705	BREAKFAST
7	238537	03504	PERFORMANCE FOODSERVICE- MARS	5/23/2024 0:00	\$484.66	101767	E	02	330 701	LUNCH
7	238537	03504	PERFORMANCE FOODSERVICE- MARS	5/23/2024 0:00	\$96.71	101768	E	02	005 707	ALACARTE
7	238537	03504	PERFORMANCE FOODSERVICE- MARS	5/23/2024 0:00	\$815.01	101768	E	02	005 705	BREAKFAST
7	238537	03504	PERFORMANCE FOODSERVICE- MARS	5/23/2024 0:00	\$72.80	101768	E	02	005 705	BREAKFAST SUPPLY
7	238537	03504	PERFORMANCE FOODSERVICE- MARS	5/23/2024 0:00	\$2,219.04	101768	E	02	005 701	LUNCH
7	238537	03504	PERFORMANCE FOODSERVICE- MARS	5/23/2024 0:00	\$604.20	101769	E	02	330 705	BREAKFAST
7	238537	03504	PERFORMANCE FOODSERVICE- MARS	5/23/2024 0:00	\$77.72	101769	E	02	330 705	BREAKFAST SUPPLY
7	238537	03504	PERFORMANCE FOODSERVICE- MARS	5/23/2024 0:00	\$2,283.14	101769	E	02	330 701	LUNCH
7	238537	03504	PERFORMANCE FOODSERVICE- MARS	5/23/2024 0:00	\$143.04	101769	E	02	330 701	LUNCH SUPPLY
7	238538	9153	PROCARE THERAPY	5/23/2024 0:00	\$2,625.00	101751	E	01	060 740	5.6.24-5.10.24
7	238539	00273	SCHOOL SPECIALTY LLC	5/23/2024 0:00	\$194.20	101745	E	01	330 000	1277261 School Smart Laminating Film Roll, 25 Inches x 500 Feet, 1.5 Mil Thick, 1 Inch Core, High Gloss
7	238539	00273	SCHOOL SPECIALTY LLC	5/23/2024 0:00	\$25.72	101745	E	01	330 000	1301559 Neenah Bright White Cardstock, 8-1/2 x 11 Inches, 65 lb, Pack of 250

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description
7	238539	00273	SCHOOL SPECIALTY LLC	5/23/2024 0:00	\$138.75	101745	E:01	330	000	2041498 X-ACTO XLR Electric Sharpener, Black
7	238539	00273	SCHOOL SPECIALTY LLC	5/23/2024 0:00	\$86.70	101745	E:01	330	000	2013912 School Smart Grip Seal Envelopes, 10 x 13 Inches, Kraft, Pack of 100
7	238539	00273	SCHOOL SPECIALTY LLC	5/23/2024 0:00	\$9.88	101745	E:01	330	000	015741 School Smart Manila File Folders, Letter Size, 1/3 Cut Tabs, Pack of 100
7	238539	00273	SCHOOL SPECIALTY LLC	5/23/2024 0:00	\$22.08	101745	E:01	330	000	075635 Avery Easy Peel Address Labels, Laser, 1 x 2-5/8 Inches, Pack of 750
7	238539	00273	SCHOOL SPECIALTY LLC	5/23/2024 0:00	\$20.79	101745	E:01	330	000	1327782 Scotch Heavy Duty Shipping Packaging Tape with Dispenser, 1.88 x 800 Inches, Clear, Pack of 6
7	238539	00273	SCHOOL SPECIALTY LLC	5/23/2024 0:00	\$8.84	101745	E:01	330	000	2133016 School Smart Full Strip Stapler, Black
7	238540	00198	SOUTH CENTRAL SERVICE COOP	5/23/2024 0:00	\$3,600.00	101753	E:01	005	308	LTRS VOL. 1 AND 2 FACILITATOR TRAINING
7	238541	03428	SQUIRES, WALDSPURGER & MACE PA	5/23/2024 0:00	\$55.00	101750	E:01	005	000	4.24.24 PHONE CONFERENCE
7	238542	02561	SUBWAY	5/23/2024 0:00	\$362.41	101739	E:01	005	307	MENTOR/MENTEE LUNCH
7	238543	04212	WINDOM BASEBALL ASSOCIATION	5/23/2024 0:00	\$1,351.54	101741	E:04	005	321	PIRATES CAMP
7	238544	9276	BEDELL FAMILY YMCA	5/23/2024 0:00	\$50.00	101770	E:01	050	000	POOL PASS FOR MAY 24, 2024 FIELD TRIP
7	238545	00973	CITY OF WINDOM	5/28/2024 0:00	\$100.00	101772	E:04	005	321	SEASON POOL PASS
7	238546	03352	OAKDALE GOLF CLUB	5/28/2024 0:00	\$10.00	101771	E:01	050	000	5.29.24 2 GOLFERS
7	238547	8865	BFG SUPPLY CO. LLC	5/30/2024 0:00	\$693.80	101818	E:01	050	000	GREEN HOUSE MISC PLANTS
7	238548	8568	IT OUTLET INC	5/30/2024 0:00	\$3,450.00	101819	E:01	005	000	GOOGLE WORKSPACE EDUCATION STANDARD STUDENT
7	238548	8568	IT OUTLET INC	5/30/2024 0:00	\$1,920.00	101819	E:01	005	000	GOOGLE WORKSPACE EDUCATION TEACHING LEARNING
7	238549	00909	REGION 3A	5/30/2024 0:00	\$1,348.00	101823	E:01	050	000	GATE
7	238549	00909	REGION 3A	5/30/2024 0:00	\$1,491.00	101824	E:01	050	000	GATE
7	238550	8680	SUMMER SKHOOOL TREATS	5/30/2024 0:00	\$499.00	101821	E:01	330	000	EOY CELEBRATION - PBIS
7	238550	8680	SUMMER SKHOOOL TREATS	5/30/2024 0:00	\$573.00	101822	E:01	050	000	EOY MSHS PBIS CELEBRATION
7	238551	7196	WINDOM THEATER INC	5/30/2024 0:00	\$582.00	101820	E:01	330	000	COMBOS
7	238551	7196	WINDOM THEATER INC	5/30/2024 0:00	\$4.00	101820	E:01	330	000	COMBO-POPCORN
7	238552	01250	ACT	6/4/2024 0:00	\$2,756.00	101904	E:01	050	000	DISTRICT TESTING NO WRITING TEST
7	238552	01250	ACT	6/4/2024 0:00	\$103.50	101904	E:01	050	000	DISTRICT TESTING TEST ACCOMODATIONS
7	238553	8537	Alpha Wireless	6/4/2024 0:00	\$1,790.00	101882	E:01	005	342	ELEM ELECTRONIC KEY LOCKS REPLACED
7	238554	04273	BIMBO FOODS INC/EARTHGRAINS BAK	6/4/2024 0:00	\$265.44	101896	E:02	005	701	BAKED GOODS
7	238554	04273	BIMBO FOODS INC/EARTHGRAINS BAK	6/4/2024 0:00	\$510.30	101897	E:02	330	701	BAKED GOODS
7	238555	00167	CENTER SPORTS	6/4/2024 0:00	\$37.50	101886	E:01	050	000	SERVICE BARS/SPEECH PINS
7	238555	00167	CENTER SPORTS	6/4/2024 0:00	\$75.00	101887	E:01	050	000	DRAMA PINS
7	238555	00167	CENTER SPORTS	6/4/2024 0:00	\$262.50	101888	E:01	050	000	SERVICE BARS
7	238556	8341	Cottonwood County Agricultural Society %	6/4/2024 0:00	\$1,300.00	101893	E:01	005	302	JUNE BUS BARN RENT
7	238557	01564	DICKS WELDING MACH & MFG	6/4/2024 0:00	\$33.52	101885	E:01	050	830	10 FT PIPE 3/4"
7	238557	01564	DICKS WELDING MACH & MFG	6/4/2024 0:00	\$27.13	101885	E:01	050	830	8 FT PIPE 3/4"
7	238557	01564	DICKS WELDING MACH & MFG	6/4/2024 0:00	\$5.00	101885	E:01	050	830	LABOR
7	238558	03659	ELITE MECHANICAL SYSTEMS, LLC.	6/4/2024 0:00	\$375.00	101900	E:02	030	701	LABOR
7	238558	03659	ELITE MECHANICAL SYSTEMS, LLC.	6/4/2024 0:00	\$652.37	101900	E:02	030	701	MATERIALS
7	238558	03659	ELITE MECHANICAL SYSTEMS, LLC.	6/4/2024 0:00	\$250.00	101901	E:02	330	701	LABOR
7	238558	03659	ELITE MECHANICAL SYSTEMS, LLC.	6/4/2024 0:00	\$362.50	101901	E:02	330	701	MATERIALS
7	238558	03659	ELITE MECHANICAL SYSTEMS, LLC.	6/4/2024 0:00	\$281.25	101901	E:02	330	701	LABOR-CALL BACK DIAGNOSIS
7	238558	03659	ELITE MECHANICAL SYSTEMS, LLC.	6/4/2024 0:00	\$750.00	101901	E:02	330	701	LABOR REPLACE COMPRESSOR
7	238558	03659	ELITE MECHANICAL SYSTEMS, LLC.	6/4/2024 0:00	\$4,627.75	101901	E:02	330	701	MATERIALS REPLACE COMPRESSOR

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description
7	238558	03659	ELITE MECHANICAL SYSTEMS, LLC.	6/4/2024 0:00	\$218.75	101902	E:01	005	380	LABOR
7	238558	03659	ELITE MECHANICAL SYSTEMS, LLC.	6/4/2024 0:00	\$5,500.00	101902	E:01	005	380	MATERIALS
7	238559	8902	EXECUTIVE EDUCATION LEADERSHIP	6/4/2024 0:00	\$975.00	101891	E:01	005	308	CONSULTANT SERVICES TO SUP FRANK
7	238560	8950	FAST AG SOLUTIONS	6/4/2024 0:00	\$300.00	101892	R:01	050	000	POWDER COATING
7	238560	8950	FAST AG SOLUTIONS	6/4/2024 0:00	\$193.54	101883	R:01	050	000	SHEET STEEL
7	238561	9269	FLOWER MARKET	6/4/2024 0:00	\$292.95	101879	E:01	050	000	PLANTS
7	238561	9269	FLOWER MARKET	6/4/2024 0:00	\$140.00	101879	E:01	050	000	CRABAPPLE
7	238561	9269	FLOWER MARKET	6/4/2024 0:00	\$175.00	101879	E:01	050	000	FABRIC
7	238562	9281	FREDIN CONSTRUCTION/CABINETRY	6/4/2024 0:00	\$787.50	101920	E:01	050	830	OAK BOARDS FOR WOODS E01050301254830433CLASS
7	238563	7211	GDF ENTERPRISES	6/4/2024 0:00	\$7.82	101889	E:01	005	000	SPANNER
7	238563	7211	GDF ENTERPRISES	6/4/2024 0:00	\$4.62	101889	E:01	005	000	SCREW
7	238563	7211	GDF ENTERPRISES	6/4/2024 0:00	\$1.35	101889	E:01	005	000	NUT
7	238563	7211	GDF ENTERPRISES	6/4/2024 0:00	\$16.99	101898	E:01	005	000	OIL FILTER
7	238563	7211	GDF ENTERPRISES	6/4/2024 0:00	\$13.18	101898	E:01	005	000	SPARK PLUG NGK
7	238564	03325	IND SCHOOL DISTRICT #415	6/4/2024 0:00	\$125.00	101919	E:01	005	417	EXTENDED TIME
7	238564	03325	IND SCHOOL DISTRICT #415	6/4/2024 0:00	\$9.56	101919	E:01	005	417	FICA
7	238564	03325	IND SCHOOL DISTRICT #415	6/4/2024 0:00	\$10.94	101919	E:01	005	417	TRA
7	238564	03325	IND SCHOOL DISTRICT #415	6/4/2024 0:00	\$97.82	101919	E:01	005	417	MILAGE
7	238564	03325	IND SCHOOL DISTRICT #415	6/4/2024 0:00	\$1,220.34	101919	E:01	005	417	INSTRUCTIONAL SUPPLIES/GAMES & BOOKS
7	238564	03325	IND SCHOOL DISTRICT #415	6/4/2024 0:00	\$397.84	101919	E:01	005	417	FAMILY EVENT SUPPLIES
7	238565	01206	KULSETH LAWN LANDSCAPE AND CON	6/4/2024 0:00	\$0.00	101884	E:01	005	000	PER ESTIMATE DATED 3/12/2024
7	238565	01206	KULSETH LAWN LANDSCAPE AND CON	6/4/2024 0:00	\$1,500.00	101884	E:01	005	000	PRACTICE FB FIELD OVERSEEDING
7	238565	01206	KULSETH LAWN LANDSCAPE AND CON	6/4/2024 0:00	\$350.00	101884	E:01	005	000	PRACTICE FB FIELD FERTILIZING
7	238566	04712	MAXIMUM PROMOTIONS	6/4/2024 0:00	\$0.00	101881	E:01	050	000	ESTIMATE #16052
7	238566	04712	MAXIMUM PROMOTIONS	6/4/2024 0:00	\$8,175.00	101881	E:01	050	000	4X6 WALL BANNER WITH V CUT
7	238566	04712	MAXIMUM PROMOTIONS	6/4/2024 0:00	\$179.04	101881	E:01	050	000	SHIPPING
7	238567	03815	MIDWEST SPECIAL INSTRUMENTS	6/4/2024 0:00	\$180.00	101880	E:01	005	000	AUDIOMETER CALIBRATION CHECK UP
7	238567	03815	MIDWEST SPECIAL INSTRUMENTS	6/4/2024 0:00	\$0.00	101880	E:01	005	000	CALL PEGGY AT 507-832-8734 FOR APPROVAL FOR ANY ADDITIONAL REPAIR AND CALIBRATION CHARGES
7	238568	7424	MN HISTORICAL SOCIETY	6/4/2024 0:00	\$712.00	101917	E:01	060	000	7TH GRADE FIELD TRIP
7	238569	00884	MUSIC MART, THE	6/4/2024 0:00	\$2,550.00	101906	E:01	050	000	YEP 321S VALVE SILBER EUPHONIUM
7	238569	00884	MUSIC MART, THE	6/4/2024 0:00	\$47.99	101907	E:01	050	000	RICO CLARINET REEDS
7	238569	00884	MUSIC MART, THE	6/4/2024 0:00	\$27.15	101908	E:01	050	000	D'ADDARIO WOVEN GUITAR STRAP
7	238569	00884	MUSIC MART, THE	6/4/2024 0:00	\$32.00	101909	E:01	050	000	YAMAHA 4C ALTO
7	238569	00884	MUSIC MART, THE	6/4/2024 0:00	\$7.29	101909	E:01	050	000	CLARINET AP&m BB
7	238569	00884	MUSIC MART, THE	6/4/2024 0:00	\$30.24	101910	E:01	050	000	SMITH BASS DRUM MALLET MEDIUM
7	238569	00884	MUSIC MART, THE	6/4/2024 0:00	\$34.45	101911	E:01	050	000	REPLACED OCTAVE KEY PAD
7	238569	00884	MUSIC MART, THE	6/4/2024 0:00	\$24.00	101912	E:01	050	000	LM BASSOON SEAT STRAP
7	238569	00884	MUSIC MART, THE	6/4/2024 0:00	\$2.10	101913	E:01	050	000	REPAIR/INSTALL THUMBREST
7	238569	00884	MUSIC MART, THE	6/4/2024 0:00	\$47.99	101926	E:01	050	000	RICO CLAINET REEDS
7	238570	03504	PERFORMANCE FOODSERVICE- MARS	6/4/2024 0:00	\$38.86	101923	E:02	330	705	BREAKFAST SUPPLY
7	238570	03504	PERFORMANCE FOODSERVICE- MARS	6/4/2024 0:00	\$561.08	101923	E:02	330	705	BREAKFAST

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
7	238570	03504	PERFORMANCE FOODSERVICE- MARS	6/4/2024 0:00	\$76.20	101923	E	02	005	706	FF
7	238570	03504	PERFORMANCE FOODSERVICE- MARS	6/4/2024 0:00	\$46.35	101923	E	02	005	709	SUMMER SUPPLY
7	238570	03504	PERFORMANCE FOODSERVICE- MARS	6/4/2024 0:00	\$1,207.02	101923	E	02	330	701	LUNCH
7	238570	03504	PERFORMANCE FOODSERVICE- MARS	6/4/2024 0:00	\$92.70	101923	E	02	330	701	LUNCH SUPPLY
7	238570	03504	PERFORMANCE FOODSERVICE- MARS	6/4/2024 0:00	\$27.80	101923	R	02	005	707	ALACARTE
7	238570	03504	PERFORMANCE FOODSERVICE- MARS	6/4/2024 0:00	\$129.05	101924	E	02	005	705	BREAKFAST
7	238570	03504	PERFORMANCE FOODSERVICE- MARS	6/4/2024 0:00	\$181.18	101925	E	02	005	707	ALACARTE
7	238570	03504	PERFORMANCE FOODSERVICE- MARS	6/4/2024 0:00	\$431.76	101925	E	02	005	705	BREAKFAST
7	238570	03504	PERFORMANCE FOODSERVICE- MARS	6/4/2024 0:00	\$19.25	101925	E	02	005	706	FF
7	238570	03504	PERFORMANCE FOODSERVICE- MARS	6/4/2024 0:00	\$1,615.91	101925	E	02	005	701	LUNCH
7	238570	03504	PERFORMANCE FOODSERVICE- MARS	6/4/2024 0:00	\$973.89	101925	E	02	005	709	SUMMER
7	238570	03504	PERFORMANCE FOODSERVICE- MARS	6/4/2024 0:00	\$129.10	101925	E	02	005	709	SUMMER SUPPLY
7	238570	03504	PERFORMANCE FOODSERVICE- MARS	6/4/2024 0:00	\$65.25	101925	E	02	005	701	LUNCH SUPPLY
7	238571	9254	PICASSO, RICHARD	6/4/2024 0:00	\$650.00	101914	E	01	005	740	LS REEVALUATION
7	238571	9254	PICASSO, RICHARD	6/4/2024 0:00	\$650.00	101914	E	01	005	740	ER REEVALUATION
7	238571	9254	PICASSO, RICHARD	6/4/2024 0:00	\$650.00	101914	E	01	005	740	BK REEVALUATION
7	238572	8352	PLAZA JALISCO II	6/4/2024 0:00	\$219.46	101915	E	01	050	000	SPANISH 2 CLASS FIELD TRIP
7	238573	9153	PROCARE THERAPY	6/4/2024 0:00	\$2,625.00	101894	E	01	060	740	MAY 20-24, 2024
7	238573	9153	PROCARE THERAPY	6/4/2024 0:00	\$2,625.00	101895	E	01	060	740	WEEK OF MAY 13TH
7	238574	9280	PROM PARENTS	6/4/2024 0:00	\$473.40	101878	E	04	005	321	FATHER/DAUGHTER DANCE ONLINE SALES
7	238575	01765	READING BUS LINE INC.	6/4/2024 0:00	\$3,100.00	101890	E	01	060	000	7TH GRADE FIELD TRIP TO ST. PAUL
7	238576	00909	REGION 3A	6/4/2024 0:00	\$1,325.00	101916	E	01	050	000	6.1.24 SECTION BB GATE
7	238577	9282	SPEECHWIRE TOURNAMENT SERVICE	6/4/2024 0:00	\$115.00	101922	E	01	060	000	SPEECH ESTRADA 5.11.24
7	238578	01667	STATE SUPPLY CO INC	6/4/2024 0:00	\$300.33	101918	E	01	005	380	JOHNSON CONTROLS LOW TEM CUTOUT THERMOSTAT
7	238578	01667	STATE SUPPLY CO INC	6/4/2024 0:00	\$26.72	101918	E	01	005	380	SHIPPING
7	238579	7408	SUSSNER CONSTRUCTION	6/4/2024 0:00	\$11,890.00	101899	E	01	005	369	PROPOSAL DATED 3/6/2024
7	238579	7408	SUSSNER CONSTRUCTION	6/4/2024 0:00	\$0.00	101899	E	01	005	369	REPLACEMENT OF TOILET PARTITIONS IN MENS RESTROOM IN NEW GYM LOBBY
7	238579	7408	SUSSNER CONSTRUCTION	6/4/2024 0:00	\$0.00	101899	E	01	005	369	INCLUDES REMOVING/SALVAGE/DISPOSING OF EXISTING PARTITIONS
7	238579	7408	SUSSNER CONSTRUCTION	6/4/2024 0:00	\$0.00	101899	E	01	005	369	INSTALL NEW PARTITIONS, RE-INSTALL TOILET ACCESSORIES, CAULK AS NEEDED
7	238580	01521	WACHAL HEATHER	6/4/2024 0:00	\$13.40	101905	E	01	330	740	MAY MILEAGE
7	238581	00744	WINDOM AREA HEALTH	6/4/2024 0:00	\$250.00	101903	E	01	050	000	SPORTS MEDICINE - SOFTBALL SECTION GAME
7	238581	00744	WINDOM AREA HEALTH	6/4/2024 0:00	\$125.00	101903	E	01	050	000	SPORTS MEDICINE - BASEBALL SECTION GAME
7	238582	00551	WINDOM PUBLIC SCHOOL	6/4/2024 0:00	\$750.00	101921	E	01	060	000	JH SB TOURNAMENT
7	238582	00551	WINDOM PUBLIC SCHOOL	6/4/2024 0:00	\$80.00	101921	E	01	050	000	SECTION SB
7	513024	8926	WEX	5/13/2024 0:00	\$25.00	101642	B	01	215		CY24 MEDICAL FSA
7	513024	8926	WEX	5/13/2024 0:00	\$0.00	101642	B	01	215		CY24 DEP CARE FSA
7	5072024	8926	WEX	5/7/2024 0:00	\$0.00	101573	B	01	215		CY24 MEDICAL FSA
7	5072024	8926	WEX	5/7/2024 0:00	\$406.88	101573	B	01	215		CY24 DEP CARE FSA
7	5082024	7740	REVTRAK, INC	5/8/2024 0:00	\$122.33	101496	E	02	005	701	APRIL 2024 FOOD SERVICE
7	5082024	7740	REVTRAK, INC	5/8/2024 0:00	\$2.10	101496	E	01	050	000	APRIL 2024 IT FEES
7	5082024	7740	REVTRAK, INC	5/8/2024 0:00	\$6.79	101496	E	01	050	000	APRIL 2024 WOODS/AG FEES

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
7	5082024	7740	REVTRAK, INC	5/8/2024 0:00	\$0.42	101496	E	01	050	000	APRIL 2024 TRACK FEES
7	5082024	7740	REVTRAK, INC	5/8/2024 0:00	\$0.84	101496	E	01	050	000	APRIL 2024 BASEBALL FEES
7	5102024	7740	REVTRAK, INC	5/10/2024 0:00	\$456.14	101575	E	04	005	321	APRIL 2024 CE ONLINE FEES
7	5142024	03762	DOLLYWOOD FOUNDATION	5/14/2024 0:00	\$12.50	101607	E	04	005	377	GROUP 6 BOOKS
7	5142024	03762	DOLLYWOOD FOUNDATION	5/14/2024 0:00	\$22.40	101607	E	04	005	377	GROUP 5 BOOKS
7	5142024	03762	DOLLYWOOD FOUNDATION	5/14/2024 0:00	\$26.25	101607	E	04	005	377	GROUP 4 BOOKS
7	5142024	03762	DOLLYWOOD FOUNDATION	5/14/2024 0:00	\$13.20	101607	E	04	005	377	GROUP 3 BOOKS
7	5142024	03762	DOLLYWOOD FOUNDATION	5/14/2024 0:00	\$14.00	101607	E	04	005	377	GROUP 2 BOOKS
7	5142024	03762	DOLLYWOOD FOUNDATION	5/14/2024 0:00	\$1.45	101607	E	04	005	377	GROUP 1 BOOKS
7	5142024	03762	DOLLYWOOD FOUNDATION	5/14/2024 0:00	\$0.00	101607	E	04	005	377	WELCOME BOOKS
7	5142024	03762	DOLLYWOOD FOUNDATION	5/14/2024 0:00	\$3.50	101607	E	04	005	377	GRADUATION BOOKS
7	5142024	03762	DOLLYWOOD FOUNDATION	5/14/2024 0:00	\$58.93	101607	E	04	005	377	MAIL/SHIPPING
7	6032024	8187	BMO Credit Card	6/3/2024 0:00	\$26,065.06	101829	B	01	206		BMO Credit Card General May 2024 fund 01
7	6032024	8187	BMO Credit Card	6/3/2024 0:00	\$110.83	101829	B	02	206		BMO Credit Card General May 2024 fund 02
7	6032024	8187	BMO Credit Card	6/3/2024 0:00	\$1,206.47	101829	B	04	206		BMO Credit Card General May 2024 fund 04
			Total		\$392,617.05						
			Total by Fund								
			Fund 1		\$350,274.76						
			Fund 2		\$38,538.29						
			Fund 4		\$3,804.00						
			Fund 7		\$0.00						
			Total		\$392,617.05						

Windom Area Schools			Detail Register-P Card Register							May - June 2024	
Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
BMOC		00075	ZEP MANUFACTURING CO	6/3/2024 0:00	\$681.56	101796	E	01	005	000	BIG ORANGE
BMOC		00112	HILLYARD/SIOUX FALLS	6/3/2024 0:00	\$774.20	101785	E	01	005	000	D. HOLTZ VACUUM REPAIR PARTS
BMOC		00373	LINDE GAS AND EQUIPMENT INC.	6/3/2024 0:00	\$32.57	101787	E	01	050	000	GAS
BMOC		00373	LINDE GAS AND EQUIPMENT INC.	6/3/2024 0:00	\$98.34	101787	E	01	050	830	GAS
BMOC		00729	WM OF WI-MN	6/3/2024 0:00	\$1,005.99	101800	E	01	005	000	WINDOM ELEMENTARY
BMOC		00729	WM OF WI-MN	6/3/2024 0:00	\$306.93	101800	E	01	005	000	HIGHLAND
BMOC		00729	WM OF WI-MN	6/3/2024 0:00	\$1,185.33	101800	E	01	005	000	MSHS
BMOC		01022	HOWARD WOOD RELAYS	6/3/2024 0:00	\$300.00	101782	E	01	050	000	2024 RELAYS
BMOC		02020	CDW-G COMPUTING SOLUTIONS	6/3/2024 0:00	\$110.83	101825	E	02	005	701	HP BLACK TONER CARTRIDGE
BMOC		02162	MCDOWELL AGENCY	6/3/2024 0:00	\$81.00	101784	E	01	005	000	4.1.24-4.30.24 BACKGROUND CHECKS
BMOC		02210	COLE PAPERS INC	6/3/2024 0:00	\$291.42	101816	E	01	005	000	RED 20" TWISTER FLOOR PAD
BMOC		02210	COLE PAPERS INC	6/3/2024 0:00	\$2,146.90	101811	E	01	005	000	MISC PRODUCTS
BMOC		02210	COLE PAPERS INC	6/3/2024 0:00	\$452.76	101812	E	01	005	000	MISC PRODUCTS
BMOC		02210	COLE PAPERS INC	6/3/2024 0:00	\$377.01	101813	E	01	005	000	MISC PRODUCTS
BMOC		02210	COLE PAPERS INC	6/3/2024 0:00	\$497.28	101814	E	01	005	000	MISC PRODUCTS

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description
BMOC		02210	COLE PAPERS INC	6/3/2024 0:00	\$3,350.41	101775	E:01	005	000	MISC PAPER/CLEANING PRODUCTS
BMOC		02210	COLE PAPERS INC	6/3/2024 0:00	\$20.00	101777	E:01	005	000	LIFT CABLE
BMOC		02210	COLE PAPERS INC	6/3/2024 0:00	\$3,475.19	101786	E:01	005	000	MISC PAPER/CLEANING PRODUCTS
BMOC		02306	GRAINGER	6/3/2024 0:00	\$91.25	101802	E:01	005	000	PRE-RINSE BRASS/RUBBER
BMOC		02306	GRAINGER	6/3/2024 0:00	\$70.53	101802	E:01	005	000	PRE RINSE
BMOC		02306	GRAINGER	6/3/2024 0:00	\$179.21	101806	E:01	050	740	CALL FOR ASSISTANCE KIT
BMOC		02306	GRAINGER	6/3/2024 0:00	\$73.91	101806	E:01	050	740	TOILET SAFETY ALUMINUM
BMOC		02306	GRAINGER	6/3/2024 0:00	\$117.58	101807	E:01	005	000	CLOTH RAG RECLAIMED
BMOC		02643	MENARDS	6/3/2024 0:00	\$21.29	101793	E:01	050	000	OIL RUBBED BRONZE 3"
BMOC		02643	MENARDS	6/3/2024 0:00	\$19.78	101793	E:01	050	000	IMPACT 2" PHILLIPS POWER DRIVE BIT
BMOC		02643	MENARDS	6/3/2024 0:00	\$19.78	101793	E:01	050	000	IMPACT 2" STAR T25 POWER DRIVE BIT
BMOC		02643	MENARDS	6/3/2024 0:00	\$8.40	101793	E:01	050	000	PROCESSING FEES
BMOC		02643	MENARDS	6/3/2024 0:00	\$16.42	101793	E:01	050	000	SHIPPING
BMOC		02643	MENARDS	6/3/2024 0:00	\$59.85	101793	E:01	050	000	OIL RUBBED BRONZE SELF-CLOSING FLUSH SURFACE MOUNT HINGE
BMOC		03813	BSN SPORTS	6/3/2024 0:00	\$959.88	101789	E:04	005	321	BASKETBALLS FOR CE DANE N.
BMOC		03813	BSN SPORTS	6/3/2024 0:00	\$29.37	101789	E:04	005	321	FREIGHT
BMOC		03813	BSN SPORTS	6/3/2024 0:00	\$799.90	101790	E:01	050	000	BASEBALLS
BMOC		03813	BSN SPORTS	6/3/2024 0:00	\$49.37	101790	E:01	050	000	SHIPPING
BMOC		03813	BSN SPORTS	6/3/2024 0:00	\$229.99	101791	E:01	050	000	POLE VAULT
BMOC		03813	BSN SPORTS	6/3/2024 0:00	\$109.37	101791	E:01	050	000	SHIPPING
BMOC		04912	AVID CENTER	6/3/2024 0:00	\$999.00	101783	E:01	005	307	P. AIKELE
BMOC		04912	AVID CENTER	6/3/2024 0:00	\$999.00	101783	E:01	005	307	T. HAYENGA
BMOC		04912	AVID CENTER	6/3/2024 0:00	\$999.00	101783	E:01	005	307	L. LOVELL
BMOC		04912	AVID CENTER	6/3/2024 0:00	\$999.00	101783	E:01	005	307	T. RANDEL
BMOC		04912	AVID CENTER	6/3/2024 0:00	\$999.00	101783	E:01	005	307	S. ROGOTZKE
BMOC		04931	GOOGLE	6/3/2024 0:00	\$10.00	101826	E:01	005	000	GOOGLE FOR WORK SUBSCRIPTION
BMOC		05050	DANIELSON GROUP	6/3/2024 0:00	\$375.00	101794	E:01	330	000	K. MARICLE TRAINING
BMOC		05050	DANIELSON GROUP	6/3/2024 0:00	\$375.00	101808	E:01	330	000	J. HUSKA TRAINING
BMOC		05186	HOME DEPOT	6/3/2024 0:00	\$119.00	101797	E:01	050	000	TABLE SAW DADO CARTRIDGE SET
BMOC		1491	AMAZON.COM	6/3/2024 0:00	\$139.95	101798	E:01	050	000	DADO SET
BMOC		1491	AMAZON.COM	6/3/2024 0:00	\$46.36	101799	E:01	050	302	CHILD GROWTH & DEVELOPMENT BOOK
BMOC		1491	AMAZON.COM	6/3/2024 0:00	\$26.99	101801	E:04	005	321	WIFFLE BALL BATS
BMOC		1491	AMAZON.COM	6/3/2024 0:00	\$8.54	101801	E:04	005	321	CRAYOLA WASHABLE MARKERS
BMOC		1491	AMAZON.COM	6/3/2024 0:00	\$28.98	101801	E:04	005	321	FUSE BEADS KIT
BMOC		1491	AMAZON.COM	6/3/2024 0:00	\$6.99	101801	E:04	005	321	FIVE CROWNS GAME
BMOC		1491	AMAZON.COM	6/3/2024 0:00	\$22.99	101801	E:04	005	321	STORAGE CONTAINERS
BMOC		1491	AMAZON.COM	6/3/2024 0:00	\$49.99	101809	E:04	005	321	STORAGE BINS
BMOC		1491	AMAZON.COM	6/3/2024 0:00	\$1,006.40	101804	E:01	050	000	DELL CHROMEBOOK SCREENS
BMOC		1491	AMAZON.COM	6/3/2024 0:00	\$13.65	101779	E:01	050	000	NEENAH WHITE INDEX PAPER
BMOC		1491	AMAZON.COM	6/3/2024 0:00	\$46.78	101779	E:01	050	000	ACRYLIC PAINT IRIDESCENT
BMOC		1491	AMAZON.COM	6/3/2024 0:00	\$47.32	101779	E:01	050	000	CANVAS

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description
BMOC		1491	AMAZON.COM	6/3/2024 0:00	\$18.98	101779	E:01	050	000	CANVAS PAPER PAD
BMOC		1491	AMAZON.COM	6/3/2024 0:00	\$77.56	101779	E:01	050	000	ACRYLIC PAINT
BMOC		1491	AMAZON.COM	6/3/2024 0:00	\$11.98	101779	E:01	050	000	ACRYLIC PAINT BRUSHES
BMOC		1491	AMAZON.COM	6/3/2024 0:00	\$9.99	101780	E:01	060	000	WALL DEOCR SIGN
BMOC		1491	AMAZON.COM	6/3/2024 0:00	\$39.28	101780	E:01	060	000	HONEY CAN DO METAL ROLLING CART
BMOC		1491	AMAZON.COM	6/3/2024 0:00	\$18.91	101781	E:01	005	000	PIPE REAMER
BMOC		1491	AMAZON.COM	6/3/2024 0:00	\$57.98	101776	E:01	330	000	BRIGHT CREATIONS MUSIC STAFF WHITEBOARDS
BMOC		1491	AMAZON.COM	6/3/2024 0:00	\$60.78	101776	E:01	330	000	RHYTHM STICKS FOR KIDS
BMOC		1491	AMAZON.COM	6/3/2024 0:00	\$17.98	101792	E:01	330	740	STICKER CHARTS
BMOC		1491	AMAZON.COM	6/3/2024 0:00	\$9.91	101788	E:01	330	000	COMMAND POSTER STROPS
BMOC		1491	AMAZON.COM	6/3/2024 0:00	\$16.87	101788	E:01	330	000	COMMAND PICUTRE HANGING KIT
BMOC		1491	AMAZON.COM	6/3/2024 0:00	\$17.62	101788	E:01	330	000	COMMAND INDOOR PICTURE HANGIN STRIPS
BMOC		1491	AMAZON.COM	6/3/2024 0:00	\$10.99	101788	E:01	330	000	COMMAND MEDIUM REFILL
BMOC		1491	AMAZON.COM	6/3/2024 0:00	\$10.99	101788	E:01	330	000	COMMAND LARGE REFILL ADHESIVE STRIPS
BMOC		1491	AMAZON.COM	6/3/2024 0:00	\$13.99	101788	E:01	330	000	COMMAND SMALL WIRE TOGGLE HOOKS
BMOC		1491	AMAZON.COM	6/3/2024 0:00	\$176.34	101788	E:01	330	000	UINKIT 200 SHEETS DOUBLE SIDED PHOTO PAPER
BMOC		1491	AMAZON.COM	6/3/2024 0:00	\$10.59	101817	E:04	005	322	PEARSON TAX CREDIT
BMOC		8569	ULTIMATE SLP	6/3/2024 0:00	\$12.95	101803	E:01	330	740	MAY 2024 SUBSCRIPTION
BMOC		8611	SMARTCARE	6/3/2024 0:00	\$83.33	101828	E:04	005	321	MONTHLY SUBSCRIPTION
BMOC		8629	AUSTIN PUBLIC SCHOOLS	6/3/2024 0:00	\$225.00	101795	E:01	330	000	K. MARICLE TRAINING-G & T SYMPOSIUM
BMOC		9062	VENTRIS LEARNING	6/3/2024 0:00	\$280.00	101810	E:01	330	302	UFLI MANUALS
BMOC		9062	VENTRIS LEARNING	6/3/2024 0:00	\$21.00	101810	E:01	330	302	SHIPPING
BMOC		9133	MF ATHLETIC	6/3/2024 0:00	\$207.00	101815	E:01	050	000	STARTING BLANKS .32 CALIBER
BMOC		9161	ADOBE INC.	6/3/2024 0:00	\$15.99	101827	E:01	005	000	MONTHLY SUBSCRIPTION CREATIVE CLOUD APPS
BMOC		9263	MUSICPLAY	6/3/2024 0:00	\$200.00	101778	E:01	330	000	MUSIC ONLINE PLAY SUBSCRIPTION
BMOC		9277	PARTS ASAP	6/3/2024 0:00	\$389.99	101805	E:01	050	830	J. HARWOOD ENGINE REBUILD KIT LESS BEARINGS
BMOC		9277	PARTS ASAP	6/3/2024 0:00	\$25.00	101805	E:01	050	830	FREIGHT

**WINDOM AREA SCHOOLS, ISD 177
WINDOM, MN
TREASURER'S REPORT TO SCHOOL BOARD**

Date of report June 4, 2024

For the Month Ending May 31, 2024

FUNDS	Cash Balance Beginning of Month	Receipts	Interest	Payroll	Disbursements	Cash Balance End of Month	Adjustments	Cash Balance End of Month
General Fund (01)	7,658,893.72	1,845,941.52	37,442.58	1,000,812.39	470,406.81	8,071,058.62		8,071,058.62
Food Service Fund (02)	162,378.80	228,305.46		42,142.08	45,954.83	302,587.35		302,587.35
Community Service Fund (04)	216,328.32	34,413.36		30,382.71	6,076.23	214,282.74		214,282.74
Sub-Total Funds 01/02/04	8,037,600.84	2,108,660.34	37,442.58	1,073,337.18	522,437.87	8,587,928.71	0.00	8,587,928.71
Debt Service Fund (07)	382,067.90	144,025.39				526,093.29		526,093.29
Scholarship Fund (18)	17,285.43					17,285.43		17,285.43
Activity Account (21)	234,650.93	22,230.10	611.88		23,541.18	233,951.73		233,951.73
Sub-Total Funds 07/08/21	634,004.26	166,255.49	0.00	0.00	23,541.18	777,330.45	0.00	777,330.45
TOTALS	\$ 8,671,605.10	\$ 2,274,915.83	\$ 37,442.58	\$ 1,073,337.18	\$ 545,979.05	\$ 9,365,259.16	\$ -	\$ 9,365,259.16

RECONCILEMENT OF TREASURER'S BALANCE WITH BANK(S)

Description	Current Rate Of Interest (info. only)	Balance Per Bank Statement			Outstanding Checks & Wires	Deposits Not Bank Statement	Other Reconciling Items	Balance Per Treasurer's Books
BANK MIDWEST-GENERAL	1.75%	1,000,135.53			44,364.04	964.50	-4,375.07	952,360.92
CASH ON HAND, games & concessions		1,075.00						1,075.00
CASH ON HAND, food service		260.00						260.00
MSDLAF+ LIQUID	5.17%	1,261.02						1,261.02
MSDLAF+ MAX	5.25%	4,176,350.49						4,176,350.49
MSDLAF+ TERM	5.29% - 5.32%	4,000,000.00						4,000,000.00
BANK MIDWEST-ACTIVITY ACCOUNT	3.05%	239,393.57			5,441.84			233,951.73
Treasurer's Bal. Per Books		\$ 9,418,475.61			\$ 49,805.88	\$ 964.50	\$ (4,375.07)	\$ 9,365,259.16

Other Reconciling Items - ICS Sweep Adjustment



MAY 29 2024

Holly Anderson <handerson@isd177.com>

Resignation

Emma Pohlman <epohlman@isd177.com>

Wed, May 29, 2024 at 9:47 AM

To: Holly Anderson <handerson@isd177.com>, Jamie Frank <jfrank@isd177.com>, Jana Raverty <jraverty@isd177.com>, Kristine Krafka <kkrafka@isd177.com>

Good morning,

I will not be coming back for the 2024-2025 school year. I will be relocating to a new town. Thanks for allowing me to be apart of the Windom School District as an Elementary Paraprofessional!

Thank you again, Emma Pohlman



Holly Anderson <handerson@isd177.com>

Fwd: Resigning from track

1 message

Jacob Johnson <jjohnson@isd177.com>
To: Holly Anderson <handerson@isd177.com>
Cc: les knutson <lknutson5169@gmail.com>

Tue, May 28, 2024 at 8:00 AM

See below:

----- Forwarded message -----

From: **Eliana Tade** <etade@isd177.com>
Date: Tue, May 28, 2024 at 7:45 AM
Subject: Resigning from track
To: Jacob Johnson <jjohnson@isd177.com>

MAY 28 2024

Hi Jacob,

It was so much fun being able to one of middle school assistant coaches this year! I just wanted to let you know that I am moving, so I will not be able to be a coach in the coming years. I appreciate all of your help throughout the season.

Thank you!
Eliana Tade

--
Jacob Johnson
Activities Director
Ag/Industrial Technology Teacher
Head Girls Basketball Coach
Windom Area Schools
PO 177
Windom, MN 56101
Work: 507-832-8744
Cell: 507-221-0549

Eagle Pride!





Holly Anderson <handerson@isd177.com>

Winter play

1 message

Joni Fischenich <jfischenich@isd177.com>

Fri, May 24, 2024 at 9:24 AM

To: Jacob Johnson <jjohnson@isd177.com>, Holly Anderson <handerson@isd177.com>

Cc: Rachel Axford <raxford@isd177.com>

I am resigning from the position of head director for the Winter play. I enjoyed coming back to do it this year.

Thank you,

Joni

--

Joni Fischenich
Windom Area Schools

MAY 28 2024



Holly Anderson <handerson@isd177.com>

Fwd: Middle School Football

Jacob Johnson <jjohnson@isd177.com>

Fri, May 24, 2024 at 2:12 PM

To: Holly Anderson <handerson@isd177.com>, Adam Farag <16adamfarag@gmail.com>

See below:

----- Forwarded message -----

From: **Trey Randel** <trandel@isd177.com>

Date: Fri, May 24, 2024 at 2:11 PM

Subject: Middle School Football

To: Jacob Johnson <jjohnson@isd177.com>

MAY 28 2024

Dear Mr. Johnson,

Im reaching out to inform you that I will be resigning from the JH Football position. Thankful and grateful for the opportunity.

Thanks,

Trey Randel.

--

Jacob Johnson
Activities Director
Ag/Industrial Technology Teacher
Head Girls Basketball Coach
Windom Area Schools
PO 177
Windom, MN 56101
Work: 507-832-8744
Cell: 507-221-0549

Eagle Pride!



May 28, 2024

Windom School Board and Administration,

I will be resigning from my present position of paraprofessional effective August 16, 2024, the day after the Soaring Eagles Summer Program ends.

I am not retiring, but changing jobs. I will be working for Reading Corps – just across the parking lot, as a reading tutor for grades K-4. I think learning to read is SO important.

I would like to stay on as a sub for our school district as I will be working only 25 hours a week. I know how many hours I will work, just don't know when those hours will exactly be. AND I would like to help Jacob Johnson out when he needs help at the games and activities with tickets, etc...

Thank you for the last 12 years of interaction with our students – Never a dull moment!

Truly yours,

A handwritten signature in cursive script that reads "Jackie Jurgens".

Jackie Jurgens 😊

31 May 2024

MAY 31 2024

Jamie Frank
Superintendent
Windom Area Schools
1400 17th Street
Windom, MN 56101

Dear Jamie Frank,

I am writing to formally resign from my position as a Speech/Language Pathologist at Windom Area Schools, effective August 2, 2024. This decision has not been easy for me, as I have thoroughly enjoyed my time working with the students, staff, and administration at the Windom Area Schools over the past 22 years.

I want to express my sincere gratitude to the entire school community for the support, friendships, guidance, and professional experience I have received throughout this part of my career. I am grateful for the opportunity to have contributed to the growth and development for students, and I am proud of the work we accomplished together.

Thank you once again for the opportunity to be a part of the Windom Area Schools. I wish the school, students and staff continued success and prosperity in the future.

Sincerely,



Rebecca Burud-Kolander

MAY 24 2024

Aaron Walklin



May22, 2024

ISD 177

1400 17th St

Windom MN 56101

Please accept this as formal notice of my resignation from the position of assistant building and grounds supervisor. My last day will be June 5th

Aaron Walklin

A handwritten signature in black ink that reads "Aaron Walklin".



JUN 5 2024

Holly Anderson <handerson@isd177.com>

Resignation

Dora Larson <dlarson@isd177.com>
To: Holly Anderson <handerson@isd177.com>
Cc: Kristine Krafka <kkrafka@isd177.com>

Tue, Jun 4, 2024 at 6:58 PM

Hello,

I am writing this to inform you that I am officially resigning from my Paraprofessional job, effective June 1st.

I am still working at adventure club this summer, but will not be coming back to that job either after August.

Thank you for the wonderful opportunity to dip my toes into a school environment.

Thanks,
Dora Larson



MAY 29 2024

Holly Anderson <handerson@isd177.com>

Fwd: Leave of absence

Jamie Frank <jfrank@isd177.com>

Wed, May 29, 2024 at 8:59 AM

To: Holly Anderson <handerson@isd177.com>, Jana Bussey <jraverty@isd177.com>

Jamie Frank
Superintendent
Windom Area Schools
1200 17th St.
Windom, MN 56101
(507) 831-6910



Learning. Leading. Excelling. Together.
Aprendiendo. Liderando. Sobresaliendo. Juntos.

----- Forwarded message -----

From: **Mandie Borer** <mborer@isd177.com>

Date: Tue, May 28, 2024 at 3:00 PM

Subject: Leave of absence

To: Jamie Frank <jfrank@isd177.com>

Hello Jamie

I would like to take a leave of absence from my head cook position at the High School for the 2024/2025 school year.

Mandie Borer



Kari Rubitschung

to Jamie, me ▾

Thu, May 16, 12:25 PM (7 days ago)

☆ ↩️ ⋮

Dear Jamie and Peggy,

I hope this message finds you well. I am writing to inform you, with sincere regret, that I must respectfully withdraw my acceptance of the position of Food Service Director at Windom Area Schools, which I recently accepted.

After careful consideration, I have been presented with an unexpected career opportunity that closely aligns with my long-term aspirations. Regrettably, this decision necessitates my withdrawal from the position with Windom Area Schools. I understand the importance of prompt communication and apologize for not being able to deliver this news in person.

I want to express my heartfelt gratitude for the opportunity you extended to me and for the investment of time and effort throughout the recruitment process. I hold both you and Windom Area Schools in high regard, and it is with genuine disappointment that I find myself in this position.

I understand that my decision may cause disruption, and I sincerely apologize for any inconvenience this may cause. Additionally, I will be sending a check to cover the mileage reimbursement for training at Kansas State University in April. Please let me know if there are any specific procedures I need to follow to facilitate this process.

Once again, I want to convey my deepest apologies for any inconvenience caused, and I appreciate your understanding and consideration in this matter.

Thank you for your understanding.

Kari Rubitschung

MANDIE BORER

OBJECTIVE

To obtain a challenging and rewarding position that offers professional growth and development. Where my leadership skills and creativity can be utilized.

EDUCATION

**Minnesota West Community and
Technical College, MN**
Business Management

**Certified Food Protection
Manager License**

EXPERIENCE:

Windom Area Schools ISD #177

September 2012-Present

Head Cook/Cook Manager:

- Prepping and preparing daily meals according to the menu and school nutrition standards.
- Responsible for recording daily production records and food ordering- Committed to a sanitary, and safe work environment.
- Optimizing workflow and maintaining an organized and clean kitchen
- Knowledgeable in food safety and health guidelines.

Colonial Manor Nursing Home

2007 -2012

Cook/ Kitchen Assistant

- Cook food for residents according to food safety guidelines and specific diets.
- Recording daily meals and charting
- Maintain a clean and safe environment according to the Department of Health Code.

Kevin Defries

Windom, MN 56101

kevindefries5073_wed@indeedemail.com

+1 507 841 0472

#readytowork

Work Experience

Material Handler

toro

December 2013 to April 2020

I moved and unloaded trailers to stock parts for the line at Toro.

Material Handler

Toro Company - Windom, MN

Handle painted parts, and returnables. And finished goods for the Toro company. Also lumber yard operator also. Been running all type of equipment for 20 years

Driller

Dc utilities - Windom, MN

Worked as a drill operator labor 5 years ago. For two seasons.

Vehical prep for paint tech.

Defries collision ctr. - Windom, MN

Prep vehicles for paint general laborers and maintenance

Construction Worker

BC Construction - Windom, MN

Res. Construction

Education

High school or equivalent

High school in Basics

Windom Senior High School - Windom, MN

Skills

- Shipping Receiving
- Picker Packer
- Warehouse Associate
- Shipping
- Forklift

- Materials Handling
- Pallet Jack
- Freight Experience
- Load & Unload
- RF Scanner
- Order Picking
- Order Picker
- Maintenance
- Customer service
- Sales
- Freight
- Load & unload
- Forklift
- Leadership
- Construction
- Shipping & receiving
- Assembly
- Custodial experience
- Janitorial experience
- Floor care

Certifications and Licenses

Property & Casualty License

December 2022 to Present

Driver's License

SARAH THEESFELD

PROFESSIONAL SUMMARY

Upbeat elementary teacher devoted to promoting student learning and enhancing individual potential. Skillful in directing classroom environments and enhancing student behavior through positive and forward-thinking approaches. Caring relationship-builder with analytical mindset and good decision-making skills.

SKILLS

Curriculum Implementation

Team Collaboration

Problem-solving skills

Relationship Building

Classroom Management

WORK HISTORY

JULY 2017-CURRENT

2nd Grade Teacher | Jackson County Central School District | Jackson, MN

- Created a welcoming classroom atmosphere by establishing clear expectations and routines, promoting a sense of belonging among students.
- Supported students in developing social skills through structured activities and positive reinforcement techniques.
- Differentiated instruction to meet the unique learning needs of each student, ensuring all students were able to access the curriculum successfully.
- Collaborated with colleagues to develop cross-curricular projects, fostering critical thinking skills and interdisciplinary learning.
- Built positive relationships with parents to involve families in educational process.

EDUCATION

MAY 2012

High School Diploma

Windom Area Schools, Windom

MAY 2016

Bachelor of Science: Elementary Inclusive Education

Minnesota State University - Moorhead, Moorhead, MN

JULY 2021

Master of Science: Curriculum And Instruction, Emphasis in Literacy

Minnesota State University - Moorhead, Moorhead, MN



Windom Elementary School Board Report June 10, 2024

- The 2023-2024 school year came to a successful close for students on May 30 and for teachers on May 31. Students and staff enjoyed lots of fun these past few weeks...from end-of-the-year field trips to playing at the park to class plays. There were many smiles and laughs!
- We celebrated our 4th Quarter Kiwanis Terrific Kids on May 21 & 22. Thank you to the Windom Kiwanis for supporting our students! It's always a great time with musical entertainment provided by Mrs. Garrison and Mrs. Scheitel. This month Ms. Swanson and some 5th graders joined us.
- The Elementary Track Meet (on May 16) was a huge success! Thank you to Joe Fischenich and Kristin Hovland for planning and organizing such a fun event for our students. The attendance and support from family and friends was amazing to see! It means so much to the students to have you there cheering them on.
- The 4th and 5th grade students sounded wonderful at their concert on May 20! Thank you to our music department for sharing your passion with our students!
- The Elementary ELA Curriculum Team continues to research and explore the approved curricula. Mr. Barfknecht and Mrs. Rogotzke visited St. James to see a couple of the programs in action. They came back with great insights. The team will continue to work through the process of finding the best for our K-4 students.
- Career Day was held on May 23 and was a great success. Thank you to Cassie Muske for organizing, and thank you for the community members who came to share their passions with our students!



- The Cottonwood County Dairy Producers grilled some delicious burgers on May 24! Thank you for showing your support of our schools!
- The Eagle Pride Team planned and prepared a Water Day celebration for the elementary students. There were both wet and dry stations so that everyone could participate. The kids had a blast, and the weather was perfect!



- Preschool Signing Days were Wed., May 29 and Thurs., May 30 for our 4 year olds. Our preschool teachers have done a great job of preparing our youngest learners for Kindergarten/Begindergarten next Fall! Thank you for your dedication!
- Lastly, I want to acknowledge our PreSchool and Elementary teachers (as well as some Middle School teachers) for the time and hard work spent this year going through LETRS (Language Essentials for Teachers of Reading and Spelling) training. It was a challenging year of learning, but you embraced it and are providing the best for the students at Windom Area Schools. Thank you for all your hard work, dedication, and for your continued growth in literacy learning! Have a great summer!

Windom Area Middle School Board Report 2023-2024



June 10, 2024

Thank you for accepting and looking over the June middle school board report.

- On May 17 we recognized outstanding middle school students with Awards Day. Congratulations to those who were recognized for your outstanding attendance and character.
- May 20 we held the Middle School Pops Concert. Amazing job by our Fine Arts Music Department!!! Mrs. Axford, Mrs. Pohlman, Miss Swanson and Mrs. Scheitel have done incredible work with our students.
- On May 22 our 7th-grade students took a field trip to Minnesota History Center and State Capitol. It was an outstanding trip. Thanks to all the chaperones who attended with us.



- Middle School Chromebooks were successfully turned in on May 28. Thank you George and Ryan for all the hard work with the collection process.
- 4th-grade students visited us at the middle school and received a tour from our outgoing 5th-grade students on May 28. Our 5th graders should be proud of being great role models and tour guides for the 4th graders.
- 5th grade students had their DARE Graduation on May 29. Congratulations to the 2031 on that accomplishment and thank you Officer Dana Wallace for leading the DARE program.
- May 30 was the final day with students and Community Clean Up Day. Students did a great job of servant leadership around the City of Windom before our 12:35 PM dismissal for the 2023-2024 school year.
- Teacher check-out went very well on May 31. We have great leadership among our teachers. It's an honor and privilege to be on a strong team.
- We fell short of our STAR reading and math proficiency goals in the Middle School for the 23 - 24 school year. Our reading goal was to have 59% proficient and we were 58.2%. Our math goal was to be at 73% proficient and we were at 67%. This will improve moving forward. We have great teacher leadership.
- June will be spent preparing for the 24-25 school year. We will be reviewing the handbooks, preparing Welcome Letters, rolling over all of our data management systems, preparing for New Teacher Bootcamp in July, and many other tasks to complete.

Thanks for the powerful support during the 2023 - 2024 school year. We will continue to grow and produce some of the most productive citizens of our time.

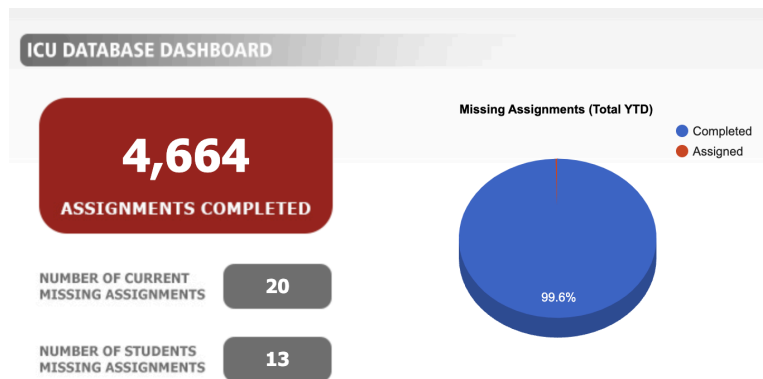


6/10/2024 - From the Desk of High School Principal Bryan Joyce

Vision: All students graduate with the knowledge and skills needed to be productive and engaged citizens

Purpose: All students learn the academic standards and we provide as much time and support as needed to help each student learn

- Here is the June/July Eagle Eye
 - In English: <https://secure.smores.com/n/f9m2h>
 - en Espanol: <https://secure.smores.com/n/np8fy>
- [Semester 2 Attendance/Academic Data](#)
- ICU end of year



-
- Community Day was a huge success
 - Meaningful work
- Amazing 23-24 school year
 - Our staff was relentless in their pursuit of excellence for our students
 - Thanks to the board for the continued support throughout the school year - it absolutely makes a huge impact when we have so many on the same page united in the pursuit of learning for all students
 - We are learning, leading, excelling together - living our purpose
 - HS made our academic STAR goals in Reading & Math!
 - Reading goal - (47.1 S23) 51%, we made it to 55%

- Math goal - (71.8 S23) 75.6%, we made it to 78.4%
- Handbook updates tentative plan
 - Review now - sent to leadership and updated by July
 - Board review July regular meeting
 - Board approval July work session
 - Main updates
 - Cell phone policy
 - Windom Grading

2023-2024 QCOMP REVIEW

Core Component -Career Advancement Options

We continue to have many opportunities through ISD 177 to take on leadership roles. The following roles are made available to staff.

- QCOMP Committee Member
- PLC Leader
- Mentor Teacher
- Instructional Coach
- Peer Engagement Coach



Core Component: Job-Embedded Professional Development

Here is what we did.

1. Our district used Charlotte Danielson Framework for Effective Teaching. This framework is a proven and effective way to work through teacher growth and student learning.
2. We continued PLCs. (60 minutes)
3. We used PLC's to identify research-based instructional strategies and planned for implementation in order to work towards meeting our district and site goals.





Core Component: Teacher Evaluation

- Tenured staff had 1 observation with an administrator including a pre and post meeting if they were in their summative year.
- Probationary staff continued to have 3 observations with an administrator including a pre and post meeting.
- Staff were given the opportunity for one replacement observation.
- The peer engagement coaches worked with every teacher to help improve their practice
- The Instructional coach did one observation with every teacher including a pre and post observation.

Performance Pay and Bonus Pay Schedule

There were no changes to our bonus pay schedule, this is what we have for bonus pay:

- Measure of student achievement site goal \$270
- Measure of student achievement PLC goal \$270
- Completion of teacher observations/Evaluations is \$270
- Attending and completing PLC meetings \$540



District STAR Math Goal:

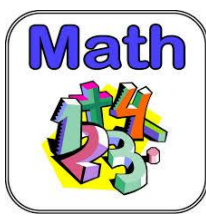
2023-24 DISTRICT STAR Math Goal:

STAR: The percentage of all students in grades 1-11 enrolled October 1 who achieve in the “at or above/on watch” category using individual scaled score on STAR Math Assessment (Grades 1-11) will increase from 75.6% in Spring of 2023 to 87.6% in the Spring of 2026.

This is a three year goal. This will be reviewed annually.

- Spring of 2024 goal is 79.6% of students in the at/above or on watch category.
- Spring of 2025 goal is 83.6% of students in the at/above or on watch category.
- Spring of 2026 goal is 87.6% of students in the at/above or on watch category.

Goal not Met 76.5%



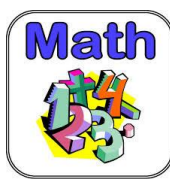
Elementary Star Math Goal

Using the STAR Math Assessment, the number of students enrolled at Windom Area Elementary on October 1 in grades 1-4, scoring in the “at or above or in the on watch” category will increase from 85.1% in the Spring of 2023 to 88.1% in the Spring of 2024.

This is a three year goal. This will be reviewed annually.

- Spring of 2024 goal is 86.1% of students in the at/above or on watch category.
- Spring of 2025 goal is 87.1% of students in the at/above or on watch category.
- Spring of 2026 goal is 88.1% of students in the at/above or on watch category.

Goal not met 84.4%.



Middle School Star Math Goal

Using the STAR Math Assessment, the percentage of all students in grades 5-8 enrolled October 1 at Windom Area Middle School who achieve an end of the year category of “at or above/on watch” from 68.5% in the Spring 2023 to 82% in the Spring of 2026.

This is a three year goal. This will be reviewed annually.

- Spring of 2024 goal is 73% of students in the at/above or on watch category.
- Spring of 2025 goal is 77.8% of students in the at/above or on watch category.
- Spring of 2026 goal is 82% of students in the at/above or on watch category.

Goal not met - 67%



High School Star Math Goal

Using the STAR Math Assessment, the percentage of all students in grades 9-11 enrolled October 1 at Windom Area High School who achieve an end of the year category of “at or above/on watch” from 71.8% in the Spring 2023 to 83.1% in the Spring of 2026.

This is a three year goal. This will be reviewed annually.

- Spring of 2024 goal is 75.6% of students in the at/above or on watch category.
- Spring of 2025 goal is 79.4% of students in the at/above or on watch category.
- Spring of 2026 goal is 83.1% of students in the at/above or on watch category.

Goal met - 78.4%



Bridges/ECSE Math Goal:

Using the IGDI assessment the number of students enrolled at Bridges/ECSE by October 1 scoring in the “on target” category in the “Number Naming” measure will increase from 68.1% in the spring of 2023 to 70% in the spring of 2024.

Goal not met - 64%



District STAR Reading Goal:

STAR: The percentage of all students in grades K-11 enrolled October 1 who achieve in the “at or above or on watch” categories using the individual scaled score on the STAR Reading Assessment (Grades K-11) will increase from 57.9% in Spring of 2023 to 75% in Spring of 2026.

This is a three year goal. This will be reviewed annually.

- Spring of 2024 goal is 63.6% of students in the at/above or on watch category.
- Spring of 2025 goal is 69.3% of students in the at/above or on watch category.
- Spring of 2026 goal is 75% of students in the at/above or on watch category.

Goal not met at 61.5%



Elementary Star Reading Goal

STAR: The percentage of all students in grades K-4 enrolled on October 1 who achieve in the “at or above or on watch” categories using the individual scaled score on the Early Literacy and STAR Reading Assessment (Grades K-4) will increase from 74.2% in Spring of 2023 to 80% in Spring of 2026.

This is a three year goal. This will be reviewed annually.

- Spring of 2024 goal is 76.2% of students in the at/above or on watch category.
- Spring of 2025 goal is 78.2% of students in the at/above or on watch category.
- Spring of 2026 goal is 80% of students in the at/above or on watch category.

Goal not Met at 68.2%



Middle School STAR Reading Goal

Using the STAR Reading Assessment, the percentage of students in grades 5-8 enrolled by October 1 at Windom Middle School will increase from 54.3% in the At/Above/On Watch Benchmark categories in the Spring of 2023 to 68% in the Spring of 2026.

This is a three year goal. This will be reviewed annually.

- Spring of 2024 goal is 59% of students in the at/above or on watch category.
- Spring of 2025 goal is 63.6% of students in the at/above or on watch category.
- Spring of 2026 goal is 68% of students in the at/above or on watch category.

Goal not Met at 58.2%



High School STAR Reading Goal

Using the STAR Reading Assessment, the percentage of students in grades 9-11 enrolled by October 1 at Windom High School will increase from 47.1% in the At/Above/On Watch Benchmark categories in the Spring of 2023 to 59% in the Spring of 2026.

This is a three year goal. This will be reviewed annually.

- Spring of 2024 goal is 51% of students in the at/above or on watch category.
- Spring of 2025 goal is 55.1% of students in the at/above or on watch category.
- Spring of 2026 goal is 59% of students in the at/above or on watch category.

Goal Met at 55%



Bridges/ECSE:

Using the IGDI assessment the number of students enrolled at Bridges/ECSE by October 1 scoring in the “on target” category in the “Picture Naming (Vocabulary)” will increase from 74.5% in the spring of 2023 to 76% in the spring of 2024.

Goal not Met at 56%

Summer Hours

- **Staff will be given 15 hours to focus on understanding the standards, preparing engaging curriculum, embedding AVID strategies etc.**
- **New teachers will have an additional 15 hours for new teacher boot camp on July 23-25.**



**2024-2025 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, 2024. Retain one copy for the school files.

RESOLVED, that the Governing Board or Entity of Windom Area High School (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.

windom Area High School

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: _____
(Clerk/Secretary - Local Governing Board)

Signed: _____
(Superintendent or Head of School)

Date: _____

Date: _____

Memo

To: Board of Education Members
From: Peggy Pfeffer, Business Manager
CC: Jamie Frank, Superintendent
Date: 06/04/2024
Re: Renewal of Workman's Compensation Insurance for FY2025

On Tuesday, June 3, 2024, Jamie and I met with Pat Truax our insurance agent to review the workman's compensation insurance for FY2025 (2024-205 school year) which starts on July 1, 2024. Enclosed is your packet is the entire renewal proposal from them.

Due to the increase rise in our experience modification (1.48 up from 1.28) as well as the expected increase in our payroll we will see an increase in premium up 15% to \$99,045 plus an additional \$350 for Volunteer Accident coverage. We have been with SFM since 2008 and they do a good job of managing our claims for us and are easy to work with.

It is our recommendation that we accept the renewal from SFM for Workman's Compensation Insurance for the FY2025 in the amount of \$99,395.00.

As always, if you have any questions, please contact me. Thank you.



Business Insurance Proposal

WINDOM ISD #177

P O Box C-177 Windom MN 56101

Presented By: Pat Truax

Presented On: 6/3/2024

Policy Term: 7/1/24 to 7/1/25

Proposal Expires On: 7/1/24

Table of Contents

BUSINESS INSURANCE PROPOSAL

- Workers' Compensation
- Volunteer Accident
- Drone Liability

PREMIUM SUMMARY & COMPARISON

- Premium Summary & Comparison
- Direct Bill Payment Terms
- Compensation Disclosure & Limitation of Liability
- Disclaimer
- Terrorism Risk Insurance Coverage
- Best Rating & Best Financial Performance Rating

Named Insureds

Windom ISD #177

Workers' Compensation-SFM

EMPLOYER'S LIABILITY:

Bodily Injury by Accident:	Each Accident	\$500,000
Bodily Injury by Disease:	Per Policy	\$500,000
Bodily Injury by Disease:	Each Employee	\$500,000

STATES:

MN

Includes: Other States Coverage except Monopolistic States

SCHEDULE OF OPERATIONS:

STATE	CODE	CLASSIFICATION	23-24 PAYROLL	24-25 PAYROLL	23-24 RATE	24-25 RATE	PREMIUM
MN	8868	School: Professional Employees	\$9,561,000	\$10,200,000	0.61	0.51	52,020
MN	9101	School: All Other Employees	\$1,050,000	\$1,100,000	5.41	4.86	53,460
						Manual Premium	105,480
						Increased Limit Factor	844
						Experience Mod (1.48)	51,036
						Schedule Credit (34%)	-53,502
						Premium Discount	-9,081
						Expense Constant	205
						Terrorism	565
						Estimated Annual Premium	\$95,547
						MN Special Compensation Fund Assessment	3,498
						*Total Estimated Cost	\$99,045

* This Workers' Compensation policy is subject to an annual audit. The final premium is determined after the audit has been completed.

Workers' Compensation (Continued)

EXPERIENCE MODIFICATION FACTOR HISTORY:

POLICY TERM	EXPERIENCE MOD.
2024-2025	1.48
2023-2024	1.28
2022-2023	1.07
2021-2022	1.13
2020-2021	0.95
2019-2020	0.92
2018-2019	0.76

- **Effective January 1st, 2023** the maximum annual remuneration for executive officers, partners, sole proprietors and members/owners of limited liability companies increases from \$256,256 to **\$267,696**. Minimum annual remuneration will also increase from \$64,064 to **\$66,924**.

Workers' Compensation (Continued)

NOTATIONS:

- Workers' Compensation quotation contemplates exposures in the states listed above. Some carriers are not licensed in all states. Therefore, you must notify us if you have any operations or plan to hire any employees to work in states other than those listed above.
- If a closely held corporation with less than 22,880 total payroll hours (equivalent to 11 full-time employees), coverage is excluded and the owners must elect coverage.
- Beginning January 1, 2003, the information page on your Workers' Compensation policy will show a surcharge for Minnesota's Special Compensation Fund assessments. Until now, the amount of the assessment has been built into your rates and included in the total estimated annual premium amount. New state law does not consider the SCF assessment as premium and requires insurers to take the assessment out of their rate and identify it separately.
 - This new "SCF assessment" line item on your policy information page does not represent a new charge to you.
 - The SCF assessment used to be built into your insurance rate. Now it will be displayed separately.
 - The separately displayed amount should be comparable to what you paid last year, assuming the factors that go into figuring your estimated premium are also comparable.
 - The SCF, administered by the Minnesota Department of Labor and Industry, pays benefits to injured workers of uninsured employers and supplemental benefits to certain low-wage workers. It also pays the cost of operating the state's worker's compensation system, including the Office of Administration Hearings, the Workers' Compensation Court of Appeals and certain department divisions including MN OSHA.
- You may be required under the Workers' Compensation law of your state to include liability for compensation to employees of contractors (or subcontractors) as well as to contractors (or subcontractors) without employees performing work for you. However, this does not apply if the contractor (or subcontractor) has furnished you with a Certificate of Insurance indicating he has Workers' Compensation coverage.

Volunteer Accident Liability - HSR

Indemnity \$250,000

2023-2024 NUMBER OF VOLUNTEERS	2024-2025 NUMBER OF VOLUNTEERS
50	50

Drone Liability - Global

LIABILITY

\$1,500,000

NUMBER OF OWNED DRONES
0

Premium Summary & Comparison

COVERAGE	2023 – 2024 EXPIRING PREMIUMS	2024 – 2025 PROPOSED RENEWAL PREMIUMS
Carrier	SFM	SFM
Workers' Compensation	\$85,918.00	\$99,045.00
Terrorism	Included	Included
	HSR	HSR
Volunteer Accident	\$350.00	\$350.00
Total Estimated Annual Premium:	\$86,268.00	\$99,395.00

PAYMENT TERMS & PLAN:

- SFM Direct Bill – Annually
- HSR Agency Bill- Annually

Request to Bind Insurance Coverage

Please bind insurance coverage as specifically quoted and identified in this proposal. I understand coverage is ONLY bound when written confirmation is received from the carrier(s).

Signature: _____ Date: _____
 Print Name: _____ Title: _____

Direct Bill Payment Terms

Your policy is what we refer to as Direct Bill. This means that you are billed directly by the insurance company, instead of making payments to Marsh & McLennan Agency.

You will receive all future bills from your insurance company, and will make out your checks directly to them.

You will be given a number to call with any billing questions you might have, but you are welcome to call us for help in resolving your billing questions.

PREMIUM DEPOSIT:

We must receive the required deposit premium from you before coverage can be put in force. All future installments under the payment plan will be billed to you even if the policy has not yet been issued. You will be provided with "binders" as proof of coverage once the deposit is paid.

INSTALLMENTS:

Future installments will be billed to you by the insurance company in advance of the day they are due. They should be mailed in time to be received by the insurance company by the due date. It is important that you pay your premiums on time because some carriers are eliminating the existing pay plan if there are too many late payments.

ENDORSEMENTS (POLICY CHANGES):

For most policy changes, you will not be billed until the change (endorsement) is processed by the insurance company. Then, depending on the insurance company and the amount, it will either be due in thirty (30) days, or split out over your remaining installments. If you have problems understanding the bill, call us.

AUDITS:

Certain policies (usually Workers' Compensation and General Liability) are auditable policies. This means that the premium you are charged throughout the year is based on the estimates of payroll, sales, etc. that were included on the application. After the policy period ends, you will be contacted by someone representing the insurance company to do an audit of your actual payroll or sales figures.

These audited figures are used to re-figure your premium. You may either owe additional premium or have money coming back. Audit billings are usually due immediately. Audits should be reviewed in detail to be sure they are correct. Audits should get prompt attention when you get them. (Make sure to ask for a copy of the auditor's work papers before they leave. This can help you understand an audit and will also help determine if people are included under the correct classification codes.)

We thank you for your business.

Compensation Disclosure & Limitation of Liability

Marsh & McLennan Agency LLC (“MMA”) prides itself on being an industry leader in the area of transparency and compensation disclosure. We believe you should understand how we are paid for the services we are providing to you. We are committed to compensation transparency and to disclosing to you information that will assist you in evaluating potential conflicts of interest.

As a professional insurance producer, MMA and its subsidiaries facilitate the placement of insurance coverage on behalf of our clients. As an independent insurance agent, MMA may have authority to obligate an insurance company on behalf of our clients and as a result, we may be required to act within the scope of the authority granted to us under our contract with the insurer. In accordance with industry custom, we are compensated either through commissions that are calculated as a percentage of the insurance premiums charged by insurers, or fees agreed to with our clients.

MMA engages with clients on behalf of itself and in some cases as agent on behalf of its non-US affiliates with respect to the services we may provide. For a list of our non-US affiliates, please visit: <https://mma.marshmma.com/non-us-affiliates>. In those instances, MMA will bill and collect on behalf of the non-US Affiliates amounts payable to them for placements made by them on your behalf and remit to them any such amounts collected on their behalf;

MMA receives compensation through one or a combination of the following methods:

- **Retail Commissions** – A retail commission is paid to MMA by the insurer (or wholesale broker) as a percentage of the premium charged to the insured for the policy. The amount of commission may vary depending on several factors, including the type of insurance product sold and the insurer selected by the client.
- **Client Fees** – Some clients may negotiate a fee for MMA’s services in lieu of, or in addition to, retail commissions paid by insurance companies. Fee agreements are in writing, typically pursuant to a Client Service Agreement, which sets forth the services to be provided by MMA, the compensation to be paid to MMA, and the terms of MMA’s engagement. The fee may be collected in whole, or in part, through the crediting of retail commissions collected by MMA for the client’s placements.
- **Contingent Commissions** – Many insurers agree to pay contingent commissions to insurance producers who meet set goals for all or some of the policies the insurance producers place with the insurer during the current year. The set goals may include volume, profitability, retention and/or growth thresholds. Because the amount of contingent commission earned may vary depending on factors relating to an entire book of business over the course of a year, the amount of contingent commission attributable to any given policy typically will not be known at the time of placement.

Compensation Disclosure & Limitation of Liability (Continued)

- **Supplemental Commissions** – Certain insurers and wholesalers agree to pay supplemental commissions, which are based on an insurance producer's performance during the prior year. Supplemental commissions are paid as a percentage of premium that is set at the beginning of the calendar year. This percentage remains fixed for all eligible policies written by the insurer during the ensuing year. Unlike contingent commissions, the amount of supplemental commission is known at the time of insurance placement. Like contingent commissions, they may be based on volume, profitability, retention and/or growth.
- **Wholesale Broking Commissions** – Sometimes MMA acts as a wholesale insurance broker. In these placements, MMA is engaged by a retail agent that has the direct relationship with the insured. As the wholesaler, MMA may have specialized expertise, access to surplus lines markets, or access to specialized insurance facilities that the retail agent does not have. In these transactions, the insurer typically pays a commission that is divided between the retail and wholesale broker pursuant to arrangements made between them.
- **Medallion Program and Sponsorships** – Pursuant to MMA's Medallion Program, participating carriers sponsor educational programs, MMA events and other initiatives. Depending on their sponsorship levels, participating carriers are invited to attend meetings and events with MMA executives, have the opportunity to provide education and training to MMA colleagues and receive data reports from MMA. Insurers may also sponsor other national and regional programs and events.
- **Other Compensation & Sponsorships** – From time to time, MMA may be compensated by insurers for providing administrative services to clients on behalf of those insurers. Such amounts are typically calculated as a percentage of premium or are based on the number of insureds. Additionally, insurers may sponsor MMA training programs and events.

We will be pleased to provide you additional information about our compensation and information about alternative quotes upon your request. For more detailed information about the forms of compensation we receive please refer to our Marsh & McLennan Agency Compensation Guide at <https://www.marshmma.com/us/compensation-guide.html>.

MMA's aggregate liability arising out of or relating to any services on your account shall not exceed ten million dollars (\$10,000,000), and in no event shall we be liable for any indirect, special, incidental, consequential or punitive damages or for any lost profits or other economic loss arising out of or relating to such services. In addition, you agree to waive your right to a jury trial in any action or legal proceeding arising out of or relating to such services. The foregoing limitation of liability and jury waiver shall apply to the fullest extent permitted by law.

Disclaimer

No coverage is provided by this summary, nor can it be construed to replace any provision of the policy. Refer to the actual policy for complete information on the coverages provided. If there is a conflict between the policy and this summary, the provisions of the policy shall govern.

This proposal contains a brief outline of coverages and not a complete explanation of insurance being presented. It is intended to provide a summary of coverage for your review. Only the policy itself can provide a detailed description of the terms conditions, exclusions and endorsements of coverage. A complete specimen policy form will be made available upon your request. For details of coverage refer to the policy itself when issued. This document is neither a binder nor a legal interpretation of the insurance coverage.

In evaluating your exposures to loss, we are dependent upon information provided by you. You ultimately choose the values elected. If there are any areas that need to be evaluated prior to binding coverage, or should any of your exposures change after coverage is bound, such as the beginning of new operations, hiring employees in new states, buying additional property, autos, equipment, etc., please let us know so coverage can be discussed. While we will strive to place your insurance with reputable, highly rated companies, we cannot guarantee the financial stability of an insurance company.

In order to ensure that your important changes are properly communicated, please contact us as questions arise and or exposure changes occur. We must discuss how they affect your insurance program.

The changes in exposure that have an impact on your insurance program include, but are not limited to, those listed below:

1. Changes to any operation such as expansion to another state, new products, etc.
2. Mergers and/or acquisitions of new companies
3. Any assumed contractual liability, granting of indemnities, or hold harmless agreements
4. Circumstances which may require an increase in liability insurance limits
5. Any changes to fire or theft protection, such as installation or disconnection of sprinkler system, burglar alarms, etc. This includes alterations to same.
6. Any changes to scheduled equipment such as contractors' equipment, computer equipment, etc.
7. Property, of yours that is in transit, unless we have previously arranged for this insurance.
8. Any changes in existing premises including vacancy, whether temporary or permanent, alterations, demolition, etc. Also, any new premises purchased, constructed, or occupied.
9. Any new exposures or plans for foreign travel or operations

Your insurance program will only be as good as the communication between your organization and Marsh & McLennan Agency.

Best Financial Ratings

COMPANY	A.M. BEST RATING	WEBSITE	RATING DATE
Accident Fund	A XIII	www.accidentfund.com	11/17/2021
Acuity	A+ XV	www.acuity.com	1/12/2022
Affiliated FM Insurance Co.	A+ XV	www.affiliatedfm.com	1/13/2022
Allied Insurance Group	A+ XV	www.alliedinsurance.com	12/17/2020
American Compensation Ins Co. (RTW)	A XIV	www.rtw.com	3/2/2022
American Interstate	A IX	www.amerisafe.com	6/24/2021
Capitol Indemnity	A IX	www.capitolindemnity.com	9/17/2021
AXA XL / Catlin	A+ XV	www.xlcatlin.com	9/17/2021
AIG	A XV	www.aig.com	10/7/2021
Chubb	A++ XV	www.chubb.com	12/10/2020
Cincinnati Insurance Company	A+ XV	www.cinfin.com	2/2/2022
CNA	A XV	www.cnacentral.com	7/8/2021
Community Insurance Corporation	Not Rated	www.communityinsurancecorporation.com	N/A
Continental Western	A+ XV	www.continentalwestern.com	6/8/2022
Crum & Forster	A XIV	www.cfins.com	7/14/2021
Dakota Truck Underwriters (member of Dakota Group)	A- VII	www.rascompanies.com	7/21/2021
EMC	A XIV	www.emcinsurance.com	12/17/2021
Fidelity & Deposit of Maryland	A+ XV	www.zurichna.com	10/1/2021
Firemans Fund	A+ XV	www.firemansfund.com	6/2/2021
Hanover	A XV	www.hanover.com	6/21/2022
Harleysville	A+ XV	www.harleysvillegroup.com	12/22/2021
Hartford	A+ XV	www.thehartford.com	7/29/2021
Hartford Steam Boiler	A++ X	www.hsb.com	8/6/2021
Indiana Insurance (member of Liberty Mutual)	A XV	www.indiana-ins.com	6/29/2021
Indiana Lumbermens Mutual	A- VIII	www.plmilm.com	6/6/2022
Lexington	A XV	www.intactspecialty.com	10/7/2021
Liberty Mutual	A XV	www.aig.com	6/29/2021
Markel	A XV	www.libertymutualgroup.com	9/15/2021
Medmarc	A XIII	www.markelcorp.com	4/26/2022
Intact / Atlantic Specialty	A+ XV	www.medmarc.com	5/2/2022
Pennsylvania Lumbermens Mutual	A- VIII	www.plmins.com	6/16/2022
Philadelphia	A++ XV	www.phly.com	12/10/2020
QBE	A XV	www.qbena.com	3/11/2021
SFM	A- VIII	www.sfmic.com	3/3/2021
Society Insurance	A- VIII	www.societyinsurance.com	6/16/2022
Travelers	A++ XV	www.travelers.com	11/4/2021
United Fire & Casualty	A XI	www.ufginsurance.com	12/16/2021
United Heartland (see Accident Fund)	A XIII	www.accidentfund.com	11/17/2021
Virginia Surety	A XIV	www.assurant.com	7/22/2021
Wausau (member of Liberty Mutual)	A XV	www.wausau.com	6/29/2021
West Bend Mutual Insurance/NSI	A XIV	www.thesilverlining.com	6/2/2022
Western National Mutual Insurance Company	A+ X	www.wnins.com	7/22/2021
Westfield National Insurance Company	A XV	www.westfieldinsurance.com	1/20/2022
Zurich	A+ XV	www.zurichna.com	10/1/2021

Secure Best's Ratings Scale

A++ and A+	Superior	B and B-	Fair
A and A-	Excellent	C++ and C+	Marginal
B++ and B+	Very Good	C and C-	Weak
		D	Poor

Vulnerable Best's Ratings

Financial Size Category (per million)

FSC I less than 1	FSC V 10 to 25	FSC IX 250 to 500	FSC XIII 1,250 to 1,500
FSC II 1 to 2	FSC VI 25 to 50	FSC X 500 to 750	FSC XIV 1,500 to 2,000
FSC III 2 to 5	FSC VII 50 to 100	FSC XI 750 to 1,000	FSC XV greater than 2,000
FSC IV 5 to 10	FSC VIII 100 to 250	FSC XII 1,000 to 1,250	



Minneapolis

6160 Golden Hills Drive
Minneapolis, MN 55416
(763) 746-8000

Duluth

332 West Superior St., Suite 700
Duluth, MN 55802
(218) 722-7753

Eau Claire

4410 Golf Terrace, Suite 202
Eau Claire, WI 54701
715 833-7000

Grand Rapids

520 NE First Ave Suite 2
Grand Rapids, MN 55744
(218) 248-8396

Hayward

15564 Railroad Street, Suite 201
Hayward, WI 54843
(715) 634-4318

Hibbing

2226 1st Avenue
Hibbing, Minnesota 55746
(218) 262-6611

Virginia

820 9th St N, Ste 100
Virginia, Minnesota 55792
(218) 248-8396

Adopted: _____

MSBA/MASA Model Policy 801

Orig. 1995

Revised: _____

Rev. 202206

801 EQUAL ACCESS TO SCHOOL FACILITIES

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

I. PURPOSE

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during noninstructional time.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.
- B. The school board has created a limited open forum for students enrolled in secondary schools during which noncurriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during noninstructional time.
- C. Student use of facilities under this policy does not imply school district sponsorship, approval, or advocacy of the content of the expression at such meetings.
- D. The school district retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.
- E. In adopting and implementing this equal access policy, the school district will NOT:
 - 1. influence the form or content of any prayer or other religious activity;
 - 2. require any person to participate in prayer or other religious activity;
 - 3. expend public funds beyond the incidental cost of providing the space for student-initiated meetings;
 - 4. compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;
 - 5. sanction meetings that are otherwise unlawful;
 - 6. limit the rights of groups of students based on the size of the group;
 - 7. abridge the constitutional rights of any person.

III. DEFINITIONS

- A. "Limited open forum" means that the school grants an offering to or opportunity for one or more noncurriculum related student groups to meet on school premises during noninstructional time.

- B. "Meeting" includes activities of student groups which are permitted under a limited open forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.
- C. "Noninstructional time" means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place.
- D. "Sponsorship" includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.
- E. "Secondary school" means any school with enrollment of pupils ordinarily in grades 7 through 12 or any portion thereof.

IV. FAIR OPPORTUNITY CRITERIA

Schools in this school district shall uniformly provide that:

- A. A meeting held pursuant to this policy is voluntary and student-initiated;
- B. There is no sponsorship of the meeting by the school or its agents or employees;
- C. Employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;
- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- E. Nonschool persons may not direct, control, or regularly attend activities of student groups.

V. PROCEDURES

- A. Any student who wishes to initiate a meeting under this policy shall apply to the principal of the building at least 48 hours in advance of the time of the activity or meeting. The student must agree to the following:
 - 1. All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.
 - 2. The activities or meetings are voluntary and student-initiated. The principal may require assurances of this fact.
- B. Student groups meeting under this policy must comply with the following rules:
 - 1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.
 - 2. The groups may not use the school name, school mascot name, school emblems, the school district name, or any name that might imply school or district sponsorship or affiliation in any activity, including fundraising and community involvement.

3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.
- C. Students applying for use of school facilities under this policy must provide the following information to the principal: time and date of meeting, estimated number of students in attendance, and special equipment needs.
 - D. The building principal has responsibility to:
 1. Keep a log of application information.
 2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.
 3. Note the condition of the facilities and equipment before and after use.
 4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute school district sponsorship of the meeting or activity.
 5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.
 - E. The school district shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The school district will provide no additional or special transportation.
 - F. Nonschool persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.
 - G. School district employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.
 - H. A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.

Legal References: 20 U.S.C. §§ 4071-74 (Equal Access Act)
 20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)
Board of Educ. of Westside Community Schools v. Mergens, 496 U.S. 226, ~~1105 S.Ct. 2356~~ (1990)
Good News Club v. Milford Central School, 533 U.S. 98, ~~1215 S.Ct. 2093~~ (2001)
Child Evangelism Fellowship of Minnesota v. Special Sch. Dist. 1, 690 F.3d 996 (8th Cir. 2012)
Child Evangelism Fellowship of Minnesota v. Elk River Area School Dist. 728, 599 F.Supp. 2d 1136 (D. Minn. 2009)

Cross References: MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)
~~MSBA Service Manual, Chapter 13, School Law Bulletin "O" (Equal Access Act)~~

The Purpose, General Statement of Policy, Definitions, and Fair Opportunity Criteria sections reflect the language and requirements of the Equal Access Act and so should be adopted as written. School Boards have discretion to adopt reasonable procedures to implement the Act, however. We have provided a section on Procedures as a model.

Adopted: _____

MSBA/MASA Model Policy 619

Orig. 1998

Revised: _____

Rev. 2017

619 STAFF DEVELOPMENT FOR STANDARDS

I. PURPOSE

The purpose of this policy is to establish opportunities for staff development which advance the staff's ability to work effectively with the Graduation Assessment Requirements and with students as they progress to achievement of those Graduation Assessment Requirements and meet the requirements of federal law.

II. GENERAL STATEMENT OF POLICY

The school district is committed to developing staff policies and processes for continuous improvement of curriculum, instruction, and assessment to ensure effective implementation of the Graduation Assessment Requirements and federal law at all levels.

III. STANDARDS FOR STAFF DEVELOPMENT

- A. The Advisory Committee for Comprehensive Continuous Improvement of Student Achievement (Committee) shall address the needs of all staff in prioritizing staff development which will ensure effective implementation of the Graduation Assessment Requirements and federal law at all levels. The Committee will advise the school board on the planning of staff development opportunities.
- B. The school district shall place a high priority on staff development including activities, programs, and other efforts to implement the Graduation Assessment Requirements effectively and to upgrade that implementation continuously.
- C. Staff development plans for the school district shall address identified needs for Graduation Assessment Requirements implementation throughout all levels of the school district programs.
- D. In service, staff meeting, and district and building level staff development plans and programs shall focus on improving implementation of the Graduation Assessment Requirements at all levels for all students, including those with special needs.

IV. TRAINING AND PROFESSIONAL DEVELOPMENT

- A. Paraprofessionals. The school district will provide each paraprofessional who assists a licensed teacher in providing student instruction with initial training. Such training will include training in emergency procedures, confidentiality,

vulnerability, reporting obligations, discipline, policies, roles and responsibilities, and building orientation. Training will be provided within the first 60 days a paraprofessional begins supervising or working with students.

Additionally, with regard to paraprofessionals providing support to special education students, the school district will ensure that annual training opportunities are required to enable the paraprofessional to further develop the knowledge and skills that are specific to the students with whom the paraprofessional works, including understanding disabilities, the unique and individual needs of each student according to the student's disability and how the disability affects the student's education and behavior, following lesson plans, and implementing follow-up instructional procedures and activities.

B. Teachers/Administrators

The school district will provide high quality and ongoing professional development activities as required by state and federal laws.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)
Minn. Stat. § 120B.363 (Credential for Education Paraprofessionals)
Minn. Stat. § 122A.16 (Qualified Teacher Defined)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Rules Parts 3501.0640-3501.0655 -(Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 -(Academic Standards for Mathematics)
Minn. Rules -Parts -3501.0800-3501.082015 -(Academic -Standards- for -the Arts)
Minn. Rules Parts 3501.0900-3501.096055 (Academic Standards in Science)
~~Minn. Rules Parts 3501.1000-3501.1190 (Graduation Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)~~
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules -Parts -3501.1400-3501.1410 -(Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)

MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 616 (School District System Accountability)

Adopted: _____

MSBA/MASA Model Policy 614

Orig. 1997

Revised: _____

Rev. 2022~~17~~

614 SCHOOL DISTRICT TESTING PLAN AND PROCEDURE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DUTIES OF SCHOOL DISTRICT PERSONNEL REGARDING TEST ADMINISTRATION

[Note: This listing of school personnel may not be consistent with the personnel in the school district and, consequently, should be amended to reflect the personnel with responsibility for testing in the particular school district.]

A. Superintendent

1. Responsibilities before testing.
 - a. Designate a district assessment coordinator and district technology coordinator.
 - b. The superintendent, or a designee who has been authorized to be the identified official with authority by the school board, pre-authorizes staff access for applicable Minnesota Department of Education (MDE) secure systems.
 - c. Annually review and recertify staff who have access to MDE secure systems.
 - d. Read and complete the *Assurance of Test Security and Non-Disclosure*.

[Note: This form is available on the Minnesota PearsonAccess Next website—see Cross References for website address included in the 614 Form file of the Policy Reference Manual.]

- e. Establish a culture of academic integrity.
- f. Fully cooperate with MDE representatives conducting site visits or Minnesota Test of Academic Skills (MTAS) audits during testing.
- g. Ensure student information is current and accurate.
- h. Ensure that a current district test security procedure is in place and that all relevant staff have been provided district training on test administration and test security.
- i. Ensure that a current process is included for tracking which students tested with which test monitors and any other adult(s) who were present

in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).

- j. Confirm the district assessment coordinator has current information and training specific to test security and the administration of statewide assessments.
- k. Confirm the district assessment coordinator completes Pre-test Editing in the Test Web Edit System (WES).
- l. Post on the school district website the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form.

2. Responsibilities after testing.

- a. Confirm the district assessment coordinator and Minnesota Automated Reporting Student System (MARSS) coordinator complete Post-test Editing in Test WES.
- b. Verify with the district assessment coordinator that all test security issues have been reported to MDE and are being addressed.
- c. Confirm the MARSS coordinator has updated all student records for Post-test Editing.
- d. Confirm the district assessment coordinator has finalized the district's assessment information prior to the close of Post-test Editing in Test WES.
- e. Confirm the district assessment coordinator, or designee, has access to the Graduation Requirements Records (GRR) system and enters necessary information.
- f. Discuss assessment results with the district assessment coordinator and school administrators.

B. District Assessment Coordinator

1. Responsibilities before testing.

- a. Serve as primary contact with MDE regarding policy and procedure questions related to test administration.
- b. Read and complete the *Assurance of Test Security and Non-Disclosure*.
- c. Confirm all staff who handle test materials, administer tests, or have access to secure test content have completed the *Assurance of Test Security and Non-Disclosure*.
 - (1) Maintain the completed *Assurance of Test Security and Non-Disclosure* for two years after the end of the academic school year in which testing took place.
- d. Review with all staff the *Assurance of Test Security and Non-Disclosure* and their responsibilities thereunder.
- e. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
- f. Establish district testing schedule within the testing windows specified by the MDE and service providers.

- g. Prepare testing conditions, including user access to service provider websites, preparing readiness for online testing, preparing a plan for tracking which students test on which computers or devices, ensure accommodations are indicated as necessary, providing students with opportunity to become familiar with test format, item types, and tools prior to test administration; establishing process for inventorying and distributing secure test materials where necessary; preparing procedures for expected and unexpected situations occurring during testing; planning for addressing technical issues while testing; identify staff who will enter student responses from paper accommodated test materials and scores from MTAS administration online.
 - h. Train school assessment coordinators, test monitors, MTAS test administrators, and ACCESS (test for English language learners) and Alternate ACCESS test administrators.
 - (1) Provide training on proper test administration and test security (Pearson's Training Management System).
 - (2) Verify staff complete any and all test-specific training.
 - i. Maintain security of test content, test materials, and record of all staff involved.
 - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
 - (2) Organize secure test materials for online administrations and keep them secure.
 - (3) Define chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
 - j. Confirm that all students have appropriate test materials.
2. Responsibilities on testing day(s).
- a. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and policies and procedures.
 - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - c. Contact the MDE assessment contact within 24 hours of a security breach and submit the *Test Security Notification* in Test WES within 48 hours.
 - d. Address invalidations and test or accountability codes.
3. Responsibilities after testing.
- a. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.

- b. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
- c. Return secure test materials as outlined in applicable manuals and resources.
- d. Collect security documents and maintain them for two years from the end of the academic school year in which testing took place.
- e. Review student assessment data and resolve any issues.
- f. Distribute Individual Student Reports no later than fall parent/teacher conferences.
- g. Enter Graduation Requirements Records in the GRR system.

C. School Principal

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

3. Responsibilities after testing.
 - a. Ensure all secure test materials are collected, returned, and/or disposed of securely as required in any manual.
 - b. Ensure requirements for embargoed final assessment results are followed.

D. School Assessment Coordinator

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

- (5) Provide MTAS student data collection forms if necessary.
- (6) Distribute applicable ACCESS and Alternate ACCESS *Test Administrator Scripts* and *Test Administration Manuals* to test administrators so they can become familiar with the script and prepare for test administration.
- (7) Confirm that all students taking ACCESS and Alternate ACCESS have appropriate test materials and preprinted student information on the label is accurate.

2. Responsibilities on testing day(s).

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

[Note: This form is available on the Minnesota PearsonAccess Next website—see Cross References for website address. Note: This form is included in the 614 Form file of the Policy Reference Manual.]

- f. Report security breaches to the district assessment coordinator as soon as possible.

3. Responsibilities after testing.

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

E. Technology Coordinator

1. Ensure that district is prepared for online test administration and provide technical support to district staff.
2. Acquire all necessary user identifications and passwords.
3. Read and complete the *Assurance of Test Security and Non-Disclosure*.
4. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
5. Attend district training and any service provider technology training.
6. Review, use, and be familiar with all service provider technical documentation.
7. Prepare computers and devices for online testing.
8. Confirm site readiness.
9. Provide all necessary accessories for testing, technical support/troubleshooting during test administration and contact service provider help desks as needed.

F. Test Monitor

1. Responsibilities before testing.
 - a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - b. Attend trainings related to test administration and security.
 - c. Complete required training course(s) for tests administering.
 - d. Be knowledgeable about how to contact the school assessment coordinator during testing, where to pick up materials on day of test, and plan for securing test materials between test sessions.
 - e. Be knowledgeable regarding student accommodations.
 - f. Remove or cover any instructional posters or visual materials in the testing room.
2. Responsibilities on testing day(s).
 - a. Before test.
 - (1) Receive and maintain security of test materials.
 - (2) Verify that all test materials are received.
 - (3) Ensure proper number of computers/devices or paper accommodated test materials are present.
 - (4) Verify student testing tickets and appropriate allowable materials.
 - (5) Assign numbered test books to individual students.
 - (6) Complete information as directed.
 - (7) Record extra test materials.

- b. During test.
 - (1) Verify that students are logged in and taking the correct test or using the correct grade-level and tier test booklet for students with paper accommodated test materials.
 - (2) Follow all directions and scripts exactly.
 - (3) Follow procedures for restricting student access to cell phones and other electronic devices, including wearable electronic devices.
 - (4) Stay in testing room and remain attentive during entire test session. Practice active monitoring by circulating throughout the room during testing.

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

G. MTAS Test Administrator

- 1. Before testing.
 - a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - b. Attend trainings related to test administration and security.

- c. Complete required training course(s) for tests administering.
 - d. Be knowledgeable as to when and where to pick up MTAS materials and the school's plan for keeping test materials secure.
 - e. Prepare test materials for administration, including objects and manipulatives, special instructions, and specific adaptations for each student.
2. Responsibility on testing day(s).
- a. Before the test.
 - (1) Maintain security of materials.
 - (2) Confirm appropriate MTAS materials are available and prepared for student.
 - b. During the test.
 - (1) Administer each task to each student and record the score.
 - (2) Be knowledgeable about how to contact the district or school assessment coordinator, if necessary, and responding to emergency and unusual circumstances.
 - (3) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - (4) Document and report and unusual circumstances to district or school assessment coordinator.
 - c. After the test.
 - (1) Keep materials secure.
 - (2) Return all materials.
 - (3) Return objects and manipulatives to classroom.
 - (4) Enter MTAS scores online or return data collection forms to the district or school assessment coordinator.

H. MARSS Coordinator

- 1. Responsibilities before testing.
 - a. Confirm all eligible students have unique state student identification (SSID) or MARSS numbers.
 - b. Ensure English language and special education designations are current and correct for students testing based on those designations.
 - c. Submit MARSS data on an ongoing basis to ensure accurate student demographic and enrollment information.
- 2. Responsibilities after testing.
 - a. Ensure accurate enrollment of students in schools during the accountability windows.

- b. Ensure MARSS identifying characteristics are correct, especially for any student not taking an accountability test.
- c. Work with district assessment coordinator to edit discrepancies during the Post-test Edit window in Test WES.

I. Any Person with Access to Test Materials

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

IV. TEST SECURITY

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

[Note: This form is available on the Minnesota PearsonAccess Next website—see Cross References for website address. Note: A sample procedure that has been approved by MDE is included in the 614 Form file of the Policy Reference Manual.]

- B. Students will be informed of the following:

- 1. The importance of test security;
- 2. Expectation that students will keep test content secure;
- 3. Expectation that students will act with honesty and integrity during test administration;
- 4. Expectation that students will not access cell phones, wearable technology (e.g., smart watches, fitness trackers), or other devices that can electronically send or receive information. The test of a student who wears a device during testing must be invalidated.

If a student completes testing and then accesses a cell phone or other prohibited device (including wearable technology), the school district must take further action to determine if the test should be invalidated, rather than automatically invalidating the test.

- 5. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.

- C. Staff will be informed of the following:

- 1. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.
- 2. Other contact information and options for reporting security concerns.

V. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT

- A. The school district shall maintain records necessary for program audits conducted by MDE. The records must include documentation consisting of the following:

- 1. Signed *Assurance of Test Security and Non-Disclosure* forms must be maintained for two years after the end of the academic year in which the testing took place.
- 2. School district security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.

3. School security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
4. Test Monitor Test Materials Security Checklist provided for each group of students assigned to a test monitor must be maintained for two years after the end of the academic school year in which testing took place.
5. School district test monitor tracking documentation must be maintained for two years after the end of the academic year in which the tracking took place.
6. ACCESS and Alternate ACCESS Packing List and Security Checklist provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
7. Documentation of school district staff training on test administration and test security must be maintained for two years after the end of the academic school year in which testing took place.
8. *Test Security Notification* must be maintained for two years after the end of the academic school year in which testing took place.
9. *Test Administration Report* must be maintained for one year after the end of the academic school year in which testing took place.
10. Record of staff trainings and test-specific trainings must be maintained for one year after the end of the academic year in which testing took place.

Legal References:

Minn. Stat. § 13.34 (Examination Data)
Minn. Stat. § 120B.11 (School District Process [for Reviewing Curriculum Instruction, and Student Achievement; Striving for the World's Best Workforce](#))
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.36, Subd. 2 ([School Accountability](#)) ~~Adequate Yearly Progress~~
~~Minn. Rules Parts 3501.0010-3501.0180 (Graduation Standards – Mathematics and Reading) (repealed Minn. L. 2013, Ch. 116, Art. 2, 22)~~
~~Minn. Rules Parts 3501.0200-2501.0290 (Graduation Standards – Written Composition) (repealed Minn. L. 2013, Ch. 116, Art. 2, 22)~~
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.082 ~~00-3501.0815~~ (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
~~Minn. Rules Parts 3501.1000 – 3501.1190 (graduation Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, 22)~~
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References:

MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
[Minnesota PearsonAccess Next Resources and Forms:](#)

| <http://minnesota.pearsonaccessnext.com/policies-and-procedures/>

Adopted: _____

MSBA/MASA Model Policy 608

Orig. 1995

Revised: _____

Rev. 202209

608 INSTRUCTIONAL SERVICES – SPECIAL EDUCATION

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

I. PURPOSE

The purpose of this policy is to set forth the position of the school board on the need to provide special educational services to some students in the school district.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that some students need special education and further recognizes the importance of providing a free appropriate public education and delivery system for students in need of special education.

III. RESPONSIBILITIES

- A. The school board accepts its responsibility to identify, evaluate, and provide special education and related services for disabled children who are properly the responsibility of the school district and who meet the criteria to qualify for special education and related services as set forth in Minnesota and federal law.
- B. The school district shall ensure that all qualified children with a disability are provided special education and related services that are appropriate to their educational needs.
- C. When such services require or result from interagency cooperation, the school district shall participate in such interagency activities in compliance with applicable federal and state law.

Legal References:

Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 125A.02 (~~Definition of~~ Child with a Disability Defined)
Minn. Stat. §§ 125A.02~~7~~, (Rulemaking)
Minn. Stat. § 125A.03 (Special Instruction for Children with a Disability),
Minn. Stat. § 125A.08 (Individualized Education Programs)
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility), and
Minn. Stat. § 125A.29 (Responsibilities of County Boards and School Boards)~~District Obligations~~)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act ~~of 2004~~)

Cross References:

MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)
MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

Adopted: _____

MSBA/MASA Model Policy 606

Orig. 1995

Revised: _____

Rev. 202205

606 TEXTBOOKS AND INSTRUCTIONAL MATERIALS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. RESPONSIBILITY OF SELECTION

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

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

IV. SELECTION OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS

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

V. RECONSIDERATION OF TEXTBOOKS OR OTHER INSTRUCTIONAL MATERIALS

- A. The school board recognizes differences of opinion on the part of some members of the school district community relating to certain areas of the instruction program. Interested persons may request an opportunity to review materials and submit a request for reconsideration of the use of certain textbooks or instructional materials.
- B. The superintendent shall be responsible for the development of guidelines and procedures to identify the steps to be followed to seek reconsideration of textbooks or other instructional materials.
- C. The superintendent shall present a procedure to the school board for review and approval regarding reconsideration of textbooks or other instructional materials. When approved by the school board, such procedure shall be an addendum to this policy.

Legal References: Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction—~~Curriculum~~)
Minn. Stat. § 120B.235 (American Heritage Education)
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09, Subd. 8 (School Board Responsibilities)
Minn. Stat. § 124D.59-124D.61 (~~Limited English Proficiency~~Education for English Learners Act)
Minn. Stat. § 127A.10 (State Officials and School Board Members to be Disinterested; Penalty)
Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260, ~~108 S.Ct. 562, 98 L.Ed.2d 592~~ (1988)
Pratt v. Independent Sch. Dist. No. 831, 670 F.2d 771 (8th Cir. 1982)

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

Adopted: _____

MSBA/MASA Model Policy 408

Orig. 1995

Revised: _____

Rev. 202207

408 SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DATA CLASSIFICATION

A. Educational Data

1. State Law

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

2. Federal Law

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

B. Personnel Data

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

IV. APPLICATION AND PROCEDURES

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

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

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

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

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



WINDOM AREA SCHOOLS

DISTRICT OFFICE
PO BOX 177
WINDOM, MN 56101

PHONE: 507-831-6901
FAX: 507-831-6919

WINDOM AREA
MIDDLE/HIGH SCHOOL

PHONE: 507-831-6910
FAX: 507-831-6919

WINDOM AREA
ELEMENTARY

PHONE: 507-831-6925
FAX: 507-831-6932

WWW.WINDOM.K12.MN.US

Request for Quotations

The Board of Education of Independent School District No. 177, Windom, Minnesota, will receive quotations on milk for the special milk/school lunch program for the 2024-25 school year at the District Office until 10:00 a.m., Wednesday, July 17, 2024.

Specifications, instructions and quotation forms are on file in the District Office. Quotations must be submitted on the form that contains the specifications.

The quotations should be addressed to Independent School District No. 177, PO Box 177, Windom, MN 56101 and be marked "SCHOOL MILK QUOTATION" on the outside of the envelope.

Independent School District No. 177, Windom, Minnesota reserves the right to reject any or all quotations and to waive any irregularities in quotations. Bruce Mews, Clerk Independent School District No. 177

(Citizen: Please publish the week of June 30, July 7, July 14)

Adopted: _____

MSBA/MASA Model Policy 801

Orig. 1995

Revised: _____

Rev. 202206

801 EQUAL ACCESS TO SCHOOL FACILITIES

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

I. PURPOSE

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during noninstructional time.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.
- B. The school board has created a limited open forum for students enrolled in secondary schools during which noncurriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during noninstructional time.
- C. Student use of facilities under this policy does not imply school district sponsorship, approval, or advocacy of the content of the expression at such meetings.
- D. The school district retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.
- E. In adopting and implementing this equal access policy, the school district will NOT:
 - 1. influence the form or content of any prayer or other religious activity;
 - 2. require any person to participate in prayer or other religious activity;
 - 3. expend public funds beyond the incidental cost of providing the space for student-initiated meetings;
 - 4. compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;
 - 5. sanction meetings that are otherwise unlawful;
 - 6. limit the rights of groups of students based on the size of the group;
 - 7. abridge the constitutional rights of any person.

III. DEFINITIONS

- A. "Limited open forum" means that the school grants an offering to or opportunity for one or more noncurriculum related student groups to meet on school premises during noninstructional time.

- B. "Meeting" includes activities of student groups which are permitted under a limited open forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.
- C. "Noninstructional time" means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place.
- D. "Sponsorship" includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.
- E. "Secondary school" means any school with enrollment of pupils ordinarily in grades 7 through 12 or any portion thereof.

IV. FAIR OPPORTUNITY CRITERIA

Schools in this school district shall uniformly provide that:

- A. A meeting held pursuant to this policy is voluntary and student-initiated;
- B. There is no sponsorship of the meeting by the school or its agents or employees;
- C. Employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;
- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- E. Nonschool persons may not direct, control, or regularly attend activities of student groups.

V. PROCEDURES

- A. Any student who wishes to initiate a meeting under this policy shall apply to the principal of the building at least 48 hours in advance of the time of the activity or meeting. The student must agree to the following:
 - 1. All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.
 - 2. The activities or meetings are voluntary and student-initiated. The principal may require assurances of this fact.
- B. Student groups meeting under this policy must comply with the following rules:
 - 1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.
 - 2. The groups may not use the school name, school mascot name, school emblems, the school district name, or any name that might imply school or district sponsorship or affiliation in any activity, including fundraising and community involvement.

3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.
- C. Students applying for use of school facilities under this policy must provide the following information to the principal: time and date of meeting, estimated number of students in attendance, and special equipment needs.
 - D. The building principal has responsibility to:
 1. Keep a log of application information.
 2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.
 3. Note the condition of the facilities and equipment before and after use.
 4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute school district sponsorship of the meeting or activity.
 5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.
 - E. The school district shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The school district will provide no additional or special transportation.
 - F. Nonschool persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.
 - G. School district employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.
 - H. A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.

Legal References: 20 U.S.C. §§ 4071-74 (Equal Access Act)
 20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)
Board of Educ. of Westside Community Schools v. Mergens, 496 U.S. 226, ~~1105 S.Ct. 2356~~ (1990)
Good News Club v. Milford Central School, 533 U.S. 98, ~~1215 S.Ct. 2093~~ (2001)
Child Evangelism Fellowship of Minnesota v. Special Sch. Dist. 1, 690 F.3d 996 (8th Cir. 2012)
Child Evangelism Fellowship of Minnesota v. Elk River Area School Dist. 728, 599 F.Supp. 2d 1136 (D. Minn. 2009)

Cross References: MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)
~~MSBA Service Manual, Chapter 13, School Law Bulletin "O" (Equal Access Act)~~

The Purpose, General Statement of Policy, Definitions, and Fair Opportunity Criteria sections reflect the language and requirements of the Equal Access Act and so should be adopted as written. School Boards have discretion to adopt reasonable procedures to implement the Act, however. We have provided a section on Procedures as a model.

Adopted: _____

MSBA/MASA Model Policy 619

Orig. 1998

Revised: _____

Rev. 2017

619 STAFF DEVELOPMENT FOR STANDARDS

I. PURPOSE

The purpose of this policy is to establish opportunities for staff development which advance the staff's ability to work effectively with the Graduation Assessment Requirements and with students as they progress to achievement of those Graduation Assessment Requirements and meet the requirements of federal law.

II. GENERAL STATEMENT OF POLICY

The school district is committed to developing staff policies and processes for continuous improvement of curriculum, instruction, and assessment to ensure effective implementation of the Graduation Assessment Requirements and federal law at all levels.

III. STANDARDS FOR STAFF DEVELOPMENT

- A. The Advisory Committee for Comprehensive Continuous Improvement of Student Achievement (Committee) shall address the needs of all staff in prioritizing staff development which will ensure effective implementation of the Graduation Assessment Requirements and federal law at all levels. The Committee will advise the school board on the planning of staff development opportunities.
- B. The school district shall place a high priority on staff development including activities, programs, and other efforts to implement the Graduation Assessment Requirements effectively and to upgrade that implementation continuously.
- C. Staff development plans for the school district shall address identified needs for Graduation Assessment Requirements implementation throughout all levels of the school district programs.
- D. In service, staff meeting, and district and building level staff development plans and programs shall focus on improving implementation of the Graduation Assessment Requirements at all levels for all students, including those with special needs.

IV. TRAINING AND PROFESSIONAL DEVELOPMENT

- A. Paraprofessionals. The school district will provide each paraprofessional who assists a licensed teacher in providing student instruction with initial training. Such training will include training in emergency procedures, confidentiality,

vulnerability, reporting obligations, discipline, policies, roles and responsibilities, and building orientation. Training will be provided within the first 60 days a paraprofessional begins supervising or working with students.

Additionally, with regard to paraprofessionals providing support to special education students, the school district will ensure that annual training opportunities are required to enable the paraprofessional to further develop the knowledge and skills that are specific to the students with whom the paraprofessional works, including understanding disabilities, the unique and individual needs of each student according to the student's disability and how the disability affects the student's education and behavior, following lesson plans, and implementing follow-up instructional procedures and activities.

B. Teachers/Administrators

The school district will provide high quality and ongoing professional development activities as required by state and federal laws.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)
Minn. Stat. § 120B.363 (Credential for Education Paraprofessionals)
Minn. Stat. § 122A.16 (Qualified Teacher Defined)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Rules Parts 3501.0640-3501.0655 -(Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 -(Academic Standards for Mathematics)
Minn. Rules -Parts -3501.0800-3501.082015 -(Academic -Standards- for -the Arts)
Minn. Rules Parts 3501.0900-3501.096055 (Academic Standards in Science)
~~Minn. Rules Parts 3501.1000-3501.1190 (Graduation Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)~~
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules -Parts -3501.1400-3501.1410 -(Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)

MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 616 (School District System Accountability)

Adopted: _____

MSBA/MASA Model Policy 614

Orig. 1997

Revised: _____

Rev. 2022~~17~~

614 SCHOOL DISTRICT TESTING PLAN AND PROCEDURE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DUTIES OF SCHOOL DISTRICT PERSONNEL REGARDING TEST ADMINISTRATION

[Note: This listing of school personnel may not be consistent with the personnel in the school district and, consequently, should be amended to reflect the personnel with responsibility for testing in the particular school district.]

A. Superintendent

1. Responsibilities before testing.

- a. Designate a district assessment coordinator and district technology coordinator.
- b. The superintendent, or a designee who has been authorized to be the identified official with authority by the school board, pre-authorizes staff access for applicable Minnesota Department of Education (MDE) secure systems.
- c. Annually review and recertify staff who have access to MDE secure systems.
- d. Read and complete the *Assurance of Test Security and Non-Disclosure*.

[Note: This form is available on the Minnesota PearsonAccess Next website—see Cross References for website address included in the 614 Form file of the Policy Reference Manual.

- e. Establish a culture of academic integrity.
- f. Fully cooperate with MDE representatives conducting site visits or Minnesota Test of Academic Skills (MTAS) audits during testing.
- g. Ensure student information is current and accurate.
- h. Ensure that a current district test security procedure is in place and that all relevant staff have been provided district training on test administration and test security.
- i. Ensure that a current process is included for tracking which students tested with which test monitors and any other adult(s) who were present

in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).

- j. Confirm the district assessment coordinator has current information and training specific to test security and the administration of statewide assessments.
- k. Confirm the district assessment coordinator completes Pre-test Editing in the Test Web Edit System (WES).
- l. Post on the school district website the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form.

2. Responsibilities after testing.

- a. Confirm the district assessment coordinator and Minnesota Automated Reporting Student System (MARSS) coordinator complete Post-test Editing in Test WES.
- b. Verify with the district assessment coordinator that all test security issues have been reported to MDE and are being addressed.
- c. Confirm the MARSS coordinator has updated all student records for Post-test Editing.
- d. Confirm the district assessment coordinator has finalized the district's assessment information prior to the close of Post-test Editing in Test WES.
- e. Confirm the district assessment coordinator, or designee, has access to the Graduation Requirements Records (GRR) system and enters necessary information.
- f. Discuss assessment results with the district assessment coordinator and school administrators.

B. District Assessment Coordinator

1. Responsibilities before testing.

- a. Serve as primary contact with MDE regarding policy and procedure questions related to test administration.
- b. Read and complete the *Assurance of Test Security and Non-Disclosure*.
- c. Confirm all staff who handle test materials, administer tests, or have access to secure test content have completed the *Assurance of Test Security and Non-Disclosure*.
 - (1) Maintain the completed *Assurance of Test Security and Non-Disclosure* for two years after the end of the academic school year in which testing took place.
- d. Review with all staff the *Assurance of Test Security and Non-Disclosure* and their responsibilities thereunder.
- e. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
- f. Establish district testing schedule within the testing windows specified by the MDE and service providers.

- g. Prepare testing conditions, including user access to service provider websites, preparing readiness for online testing, preparing a plan for tracking which students test on which computers or devices, ensure accommodations are indicated as necessary, providing students with opportunity to become familiar with test format, item types, and tools prior to test administration; establishing process for inventorying and distributing secure test materials where necessary; preparing procedures for expected and unexpected situations occurring during testing; planning for addressing technical issues while testing; identify staff who will enter student responses from paper accommodated test materials and scores from MTAS administration online.
 - h. Train school assessment coordinators, test monitors, MTAS test administrators, and ACCESS (test for English language learners) and Alternate ACCESS test administrators.
 - (1) Provide training on proper test administration and test security (Pearson's Training Management System).
 - (2) Verify staff complete any and all test-specific training.
 - i. Maintain security of test content, test materials, and record of all staff involved.
 - (1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.
 - (2) Organize secure test materials for online administrations and keep them secure.
 - (3) Define chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.
 - j. Confirm that all students have appropriate test materials.
2. Responsibilities on testing day(s).
- a. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and policies and procedures.
 - b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - c. Contact the MDE assessment contact within 24 hours of a security breach and submit the *Test Security Notification* in Test WES within 48 hours.
 - d. Address invalidations and test or accountability codes.
3. Responsibilities after testing.
- a. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.

- b. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.
- c. Return secure test materials as outlined in applicable manuals and resources.
- d. Collect security documents and maintain them for two years from the end of the academic school year in which testing took place.
- e. Review student assessment data and resolve any issues.
- f. Distribute Individual Student Reports no later than fall parent/teacher conferences.
- g. Enter Graduation Requirements Records in the GRR system.

C. School Principal

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

3. Responsibilities after testing.
 - a. Ensure all secure test materials are collected, returned, and/or disposed of securely as required in any manual.
 - b. Ensure requirements for embargoed final assessment results are followed.

D. School Assessment Coordinator

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

- (5) Provide MTAS student data collection forms if necessary.
- (6) Distribute applicable ACCESS and Alternate ACCESS *Test Administrator Scripts* and *Test Administration Manuals* to test administrators so they can become familiar with the script and prepare for test administration.
- (7) Confirm that all students taking ACCESS and Alternate ACCESS have appropriate test materials and preprinted student information on the label is accurate.

2. Responsibilities on testing day(s).

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

[Note: This form is available on the Minnesota PearsonAccess Next website—see Cross References for website address. Note: This form is included in the 614 Form file of the Policy Reference Manual.]

- f. Report security breaches to the district assessment coordinator as soon as possible.

3. Responsibilities after testing.

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

E. Technology Coordinator

1. Ensure that district is prepared for online test administration and provide technical support to district staff.
2. Acquire all necessary user identifications and passwords.
3. Read and complete the *Assurance of Test Security and Non-Disclosure*.
4. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
5. Attend district training and any service provider technology training.
6. Review, use, and be familiar with all service provider technical documentation.
7. Prepare computers and devices for online testing.
8. Confirm site readiness.
9. Provide all necessary accessories for testing, technical support/troubleshooting during test administration and contact service provider help desks as needed.

F. Test Monitor

1. Responsibilities before testing.
 - a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - b. Attend trainings related to test administration and security.
 - c. Complete required training course(s) for tests administering.
 - d. Be knowledgeable about how to contact the school assessment coordinator during testing, where to pick up materials on day of test, and plan for securing test materials between test sessions.
 - e. Be knowledgeable regarding student accommodations.
 - f. Remove or cover any instructional posters or visual materials in the testing room.
2. Responsibilities on testing day(s).
 - a. Before test.
 - (1) Receive and maintain security of test materials.
 - (2) Verify that all test materials are received.
 - (3) Ensure proper number of computers/devices or paper accommodated test materials are present.
 - (4) Verify student testing tickets and appropriate allowable materials.
 - (5) Assign numbered test books to individual students.
 - (6) Complete information as directed.
 - (7) Record extra test materials.

- b. During test.
 - (1) Verify that students are logged in and taking the correct test or using the correct grade-level and tier test booklet for students with paper accommodated test materials.
 - (2) Follow all directions and scripts exactly.
 - (3) Follow procedures for restricting student access to cell phones and other electronic devices, including wearable electronic devices.
 - (4) Stay in testing room and remain attentive during entire test session. Practice active monitoring by circulating throughout the room during testing.

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

G. MTAS Test Administrator

- 1. Before testing.
 - a. Read and complete the *Assurance of Test Security and Non-Disclosure*.
 - b. Attend trainings related to test administration and security.

- c. Complete required training course(s) for tests administering.
 - d. Be knowledgeable as to when and where to pick up MTAS materials and the school's plan for keeping test materials secure.
 - e. Prepare test materials for administration, including objects and manipulatives, special instructions, and specific adaptations for each student.
2. Responsibility on testing day(s).
- a. Before the test.
 - (1) Maintain security of materials.
 - (2) Confirm appropriate MTAS materials are available and prepared for student.
 - b. During the test.
 - (1) Administer each task to each student and record the score.
 - (2) Be knowledgeable about how to contact the district or school assessment coordinator, if necessary, and responding to emergency and unusual circumstances.
 - (3) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
 - (4) Document and report and unusual circumstances to district or school assessment coordinator.
 - c. After the test.
 - (1) Keep materials secure.
 - (2) Return all materials.
 - (3) Return objects and manipulatives to classroom.
 - (4) Enter MTAS scores online or return data collection forms to the district or school assessment coordinator.

H. MARSS Coordinator

- 1. Responsibilities before testing.
 - a. Confirm all eligible students have unique state student identification (SSID) or MARSS numbers.
 - b. Ensure English language and special education designations are current and correct for students testing based on those designations.
 - c. Submit MARSS data on an ongoing basis to ensure accurate student demographic and enrollment information.
- 2. Responsibilities after testing.
 - a. Ensure accurate enrollment of students in schools during the accountability windows.

- b. Ensure MARSS identifying characteristics are correct, especially for any student not taking an accountability test.
- c. Work with district assessment coordinator to edit discrepancies during the Post-test Edit window in Test WES.

I. Any Person with Access to Test Materials

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

IV. TEST SECURITY

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

[Note: This form is available on the Minnesota PearsonAccess Next website—see Cross References for website address. Note: A sample procedure that has been approved by MDE is included in the 614 Form file of the Policy Reference Manual.]

- B. Students will be informed of the following:

- 1. The importance of test security;
- 2. Expectation that students will keep test content secure;
- 3. Expectation that students will act with honesty and integrity during test administration;
- 4. Expectation that students will not access cell phones, wearable technology (e.g., smart watches, fitness trackers), or other devices that can electronically send or receive information. The test of a student who wears a device during testing must be invalidated.

If a student completes testing and then accesses a cell phone or other prohibited device (including wearable technology), the school district must take further action to determine if the test should be invalidated, rather than automatically invalidating the test.

- 5. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.

- C. Staff will be informed of the following:

- 1. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.
- 2. Other contact information and options for reporting security concerns.

V. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT

- A. The school district shall maintain records necessary for program audits conducted by MDE. The records must include documentation consisting of the following:

- 1. Signed *Assurance of Test Security and Non-Disclosure* forms must be maintained for two years after the end of the academic year in which the testing took place.
- 2. School district security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.

3. School security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
4. Test Monitor Test Materials Security Checklist provided for each group of students assigned to a test monitor must be maintained for two years after the end of the academic school year in which testing took place.
5. School district test monitor tracking documentation must be maintained for two years after the end of the academic year in which the tracking took place.
6. ACCESS and Alternate ACCESS Packing List and Security Checklist provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
7. Documentation of school district staff training on test administration and test security must be maintained for two years after the end of the academic school year in which testing took place.
8. *Test Security Notification* must be maintained for two years after the end of the academic school year in which testing took place.
9. *Test Administration Report* must be maintained for one year after the end of the academic school year in which testing took place.
10. Record of staff trainings and test-specific trainings must be maintained for one year after the end of the academic year in which testing took place.

Legal References:

Minn. Stat. § 13.34 (Examination Data)
Minn. Stat. § 120B.11 (School District Process [for Reviewing Curriculum Instruction, and Student Achievement; Striving for the World's Best Workforce](#))
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Stat. § 120B.36, Subd. 2 ([School Accountability](#)) ~~Adequate Yearly Progress~~
~~Minn. Rules Parts 3501.0010-3501.0180 (Graduation Standards – Mathematics and Reading) (repealed Minn. L. 2013, Ch. 116, Art. 2, 22)~~
~~Minn. Rules Parts 3501.0200-2501.0290 (Graduation Standards – Written Composition) (repealed Minn. L. 2013, Ch. 116, Art. 2, 22)~~
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.082 ~~00-3501.0815~~ (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
~~Minn. Rules Parts 3501.1000 – 3501.1190 (graduation Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, 22)~~
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References:

MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
[Minnesota PearsonAccess Next Resources and Forms:](#)

| <http://minnesota.pearsonaccessnext.com/policies-and-procedures/>

Adopted: _____

MSBA/MASA Model Policy 608

Orig. 1995

Revised: _____

Rev. 202209

608 INSTRUCTIONAL SERVICES – SPECIAL EDUCATION

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

I. PURPOSE

The purpose of this policy is to set forth the position of the school board on the need to provide special educational services to some students in the school district.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that some students need special education and further recognizes the importance of providing a free appropriate public education and delivery system for students in need of special education.

III. RESPONSIBILITIES

- A. The school board accepts its responsibility to identify, evaluate, and provide special education and related services for disabled children who are properly the responsibility of the school district and who meet the criteria to qualify for special education and related services as set forth in Minnesota and federal law.
- B. The school district shall ensure that all qualified children with a disability are provided special education and related services that are appropriate to their educational needs.
- C. When such services require or result from interagency cooperation, the school district shall participate in such interagency activities in compliance with applicable federal and state law.

Legal References:

Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 125A.02 (~~Definition of~~ Child with a Disability Defined)
Minn. Stat. §§ 125A.027, (Rulemaking)
Minn. Stat. § 125A.03 (Special Instruction for Children with a Disability),
Minn. Stat. § 125A.08, (Individualized Education Programs)
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility), and
Minn. Stat. § 125A.29 (Responsibilities of County Boards and School
Boards)District Obligations)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement
Act of 2004)

Cross References:

MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)
MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

Adopted: _____

MSBA/MASA Model Policy 606

Orig. 1995

Revised: _____

Rev. 202205

606 TEXTBOOKS AND INSTRUCTIONAL MATERIALS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. RESPONSIBILITY OF SELECTION

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

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

IV. SELECTION OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS

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

V. RECONSIDERATION OF TEXTBOOKS OR OTHER INSTRUCTIONAL MATERIALS

- A. The school board recognizes differences of opinion on the part of some members of the school district community relating to certain areas of the instruction program. Interested persons may request an opportunity to review materials and submit a request for reconsideration of the use of certain textbooks or instructional materials.
- B. The superintendent shall be responsible for the development of guidelines and procedures to identify the steps to be followed to seek reconsideration of textbooks or other instructional materials.
- C. The superintendent shall present a procedure to the school board for review and approval regarding reconsideration of textbooks or other instructional materials. When approved by the school board, such procedure shall be an addendum to this policy.

Legal References: Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction—~~Curriculum~~)
Minn. Stat. § 120B.235 (American Heritage Education)
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09, Subd. 8 (School Board Responsibilities)
Minn. Stat. § 124D.59-124D.61 (~~Limited English Proficiency~~Education for English Learners Act)
Minn. Stat. § 127A.10 (State Officials and School Board Members to be Disinterested; Penalty)
Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260, ~~108 S.Ct. 562, 98 L.Ed.2d 592~~ (1988)
Pratt v. Independent Sch. Dist. No. 831, 670 F.2d 771 (8th Cir. 1982)

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

Adopted: _____

MSBA/MASA Model Policy 408

Orig. 1995

Revised: _____

Rev. 202207

408 SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DATA CLASSIFICATION

A. Educational Data

1. State Law

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

2. Federal Law

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

B. Personnel Data

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

IV. APPLICATION AND PROCEDURES

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

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

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

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

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