

AGENDA
BOLD BOARD OF EDUCATION REGULAR MEETING
BIRD ISLAND-OLIVIA-LAKE LILLIAN
INDEPENDENT SCHOOL DISTRICT #2534
MONDAY, FEBRUARY 24, 2025
7:00 PM
BOLD MEDIA CENTER

Mission Statement: Provide all learners in the BOLD community an education designed to develop the creativity, character, confidence, and skills essential to flourish in a changing global society.

- I. Call to Order and Roll Call
Chair Frank
- II. Pledge of Allegiance
- III. Approval of Agenda
- IV. Recognition of Visitors to the School Board
- V. Public Forum
Public Forum will be placed on the agenda for regular board meetings. During this part of each regular school board meeting time will be allowed for district constituents to address the school board. Pursuant to Policy 206 Section VI the board will make every effort to allow district constituents to speak, but may limit discussion to ensure all business is addressed for the interest of the district. This is a time of "listening" by the school board.
- VI. Consent Items
Only one motion is needed to approve all consent items. Any item that is requested to be removed from the consent agenda by a school board member will be discussed and acted on for independent consideration immediately following approval of the consent agenda.
 - **Approve Bills for Payment (Enclosures A1 thru A4)**
 - **Approve Minutes (Enclosures # 1 and 2)**
 - **November 25, 2024 Truth In Taxation Hearing**
 - **November 25, 2024 Regular School Board Meeting**
 - **Approve Personnel (Enclosure # 3)**
 - A. Approve Bills for Payment
 - B. Approve Personnel

VII. Reports

A. Superintendent Report

1. Budget Evaluation Update
2. Director of Buildings and Grounds search
3. SWWC Day at the Capitol

Last Thursday I spent the day at the capitol building in St. Paul with SWWC superintendents. We had the opportunity to sit with many of the legislators from our districts. I had the chance to meet Scott Van Binsbergen at dinner on Wednesday night and he was one of the legislators who visited with us during the day on Thursday.

As we met with state leaders we discussed many of the concerns we have with school finances. The focus was mainly on the many unfunded mandates from last year's legislative session. Some of the **newly created** unfunded mandates and the concerns their impact has on student achievement include:

- Earned Safe and Sick Time (ESST);
- Unemployment Insurance costs (UI) for 9-month employees that will no longer be funded by the state; and
- Compensatory Revenue calculation changes based upon direct certification only as a result of the universal free meal program. MREA has prepared a map (see following link) that identifies the funding loss for districts based upon this new compensatory formula: [MREA Compensatory Map](#). I have shared this information with the school board in my superintendent reports.
- Minnesota's Paid Family and Medical Leave (PFML) program, effective January 1, 2026, introduces a payroll tax of 0.88% of an employee's taxable wages. Employers are required to pay at least 50% of this premium, with the option to deduct up to 50% from employees' wages.

4. Proposed calendar for FY26

This is our current draft of the FY26 calendar. This is just informational and we will look to have it approved at the March meeting.

B. PK-6 Principal Report

C. 7-12 Principal Report

D. Activities Report

E. Community Education Report - no report

The summer rec program will be ready to go to show next month.

F. Pool Report

G. Facilities Report

H. School Board Committee Reports

1. Facilities Committee meeting report
Sandy Benson, Todd Sheehan, Greg Peppel

VIII. New Business

First Reading on Policy 304 Superintendent Contract and Duties

- A. Approve the release of a Request for Proposal (RFP) for student transportation services and authorize the Superintendent/designated staff to develop and distribute the RFP, and oversee the bid process.
- B. Approve update to the 2024-2025 Calendar

There are two changes. First, the last week of school we are scheduled to have an early out on Wednesday and then another early out on Friday. I am asking that we modify the calendar to make Wednesday a full school day and allow Friday to be put on the calendar as a teacher's day, which will also be designated as a make-up day in case of a school closing.

The second change has actually already happened. President's Day was supposed to be a day off for the teachers. One of the teachers, however, pointed out that the calendar online showed it as a work day. She informed the principals, and they had the staff come in on that day. It turned out the calendar online had an error on it and wasn't the calendar the board approved last year. Once we realized the mistake, the teachers suggested that they take off 1/2 of the day of February 14 and get rid of the 1/2 work day on May 20th. Currently, graduation is on 5/16, they are scheduled for a full day on 5/19.

If approved I will send out a notice to families tomorrow.

- C. Third Reading and Final Reading of Policy 515, Protection and Privacy of Pupil Records with Form.
- D. First and Final Reading of Policy 305, Policy Implementation.
- E. First and Final Reading of Policy 304, Superintendent Contract, Duties, and Evaluation.
- F. First and Final reading of Policy 302, Superintendent
- G. Second Reading of Policy 101.1, Name of the School District
Todd Frank
First Reading of a New Policy to Adopt. The tentative approval date would be at the March 25, 2025 board meeting.
- H. First Reading of Policy of 208 Development, Adoption, and Implementation of Policies
Discussion of policies listed for annual review.
- I. Adopt a Resolution to Acknowledge and Accept Gifts, Grants, and Bequests.
- J. Move to enter closed session, under MN Statute 13.D.03, to discuss labor negotiations strategy for upcoming negotiations. (Action).
Todd Frank
1. Discuss labor negotiations strategy for upcoming negotiations.
- K. Reopen the meeting
Chair Frank
Closed meeting summary

IX. **Upcoming dates:**
March 24, 2025, Regular School Board Meeting, Media Center, 7:00PM

X. **Adjourn**

XI. Facilities Committee
Sandy Benson

BOLD BOARD OF EDUCATION
REGULAR MEETING
Monday, January 27, 2025 7:00 PM Central

BOLD Media Center
701 South 9th Street
Olivia, MN 56277

I. Call to Order and Roll Call
Meeting called to order 7:01PM

II. Pledge of Allegiance

The Pledge of Allegiance was recited.

III. **Approval of Agenda**

Move to approve the agenda for tonight's meeting. This motion, made by Greg Peppel and seconded by Todd Sheehan, Carried.

Brad Aaseth: Yea, Sandy Benson: Yea, Mary Ella Clouse: Yea, Dr. Todd Frank: Yea, Greg Peppel: Yea, Brad Retterath: Yea, Todd Sheehan: Yea
Yea: 7, Nay: 0

IV. Recognition of Visitors to the School Board

Chair Frank recognized the visitors to the meeting in person and virtually.

V. Public Forum

None

VI. Consent Items

Approve Consent Agenda. This motion, made by Mary Ella Clouse and seconded by Greg Peppel, Carried.

Brad Aaseth: Yea, Sandy Benson: Yea, Mary Ella Clouse: Yea, Dr. Todd Frank: Yea, Greg Peppel: Yea, Brad Retterath: Yea, Todd Sheehan: Yea
Yea: 7, Nay: 0

VI.A. January 6, 2025, Organizational meeting

VI.B. Approve Bills for Payment

VI.C. Approve Personal

VII. Reports

VII.A. **Superintendent Report**

VII.A.1. Review of the MSBA Annual Conference

Over all, it was a great experience and time well spent by Superintendent Menton and all School Board Members.

VII.A.2. Project Report from NEXUS

Bird Island:

- Concerns were raised about the gym floors. It was explained that wearing street shoes on them should be avoided, and that overall, time will address the issues.
- Concerns were also raised about the bleachers, specifically the lack of seating. However, it was noted that the current setup works better for the basketball court.

Olivia:

- The pool is currently empty, and scaffolding is in place.
- Work on the pool is progressing as expected.

VII.A.3. READ Act MOU

VII.B. PK-6 Principal Report

Principal Krafka shared news of a successful Family Time event, an upcoming PBIS student vs. staff competition, and a Family Night Book Bingo in March. The group also discussed the ADSIS grant and its implications.

VII.C. 7-12 Principal Report

Principal Bodin announced that students will take the Fastbridge assessment this spring. The one-act play recently gave a successful performance. Also, the school's new counselor, who is from the Philippines, has arrived and will start working with students.

VII.D. Activities Report

VII.E. Community Education Report

VII.F. Pool Report

VII.G. Facilities Report

VII.H. School Board Committee Reports

VIII. New Business

VIII.A. First and Final Reading of Policy 301, Administrator Code of Ethics (Action)

VIII.B. Third and final reading of Policy 902, Use of School District Facilities and Equipment. (Action)

VIII.C. Second Reading of Policy 515, Protection and Privacy of Pupil Records with Form.

VIII.D. First Reading of Policy 101.1, Name of the School District (Action)

VIII.E. Resolution on committees via Policy 213.

VIII.F. Adopt a Resolution Directing the Administration to Consider Discontinuing and Reducing Educational Programs and Positions. (Action)

Member Peppel introduced the following resolution and moved its adoption. The motion for the adoption of the foregoing resolution was seconded by Member Benson and upon vote being taken thereon, the following voted in favor thereof: Benson, Clouse, Sheehan, Frank, Retterath, Aaseth and Peppel.

And the following against the same: None

And the following were absent: None

The foregoing resolution was approved this 27th day of January, 2025.

VIII.G. Approve contract for Aimee Dale as the new Assistant Business Manager.

VIII.H. Adopt a Resolution to Acknowledge and Accept Gifts, Grants, and Bequests. (Action) Member Benson introduced the Resolution for Acceptance of Gifts, and moved its adoption. The motion for adoption of the foregoing resolution was seconded by Member Peppel. The following voted in favor thereof: Benson, Clouse, Sheehan, Frank, Retterath, Aaseth, and Peppel.

The following against the same: None

The following was absent: None

The foregoing resolution was approved the 27th day of January, 2025.

VIII.I. Approve the following fundraisers: (Action)

- Prom Committee - Build a Burger February 27, 2025 at the Olivia Legion
- Prom Committee - Placement of Jars Within the Community to Collect Change to Offset Expenses for Prom.
- Wrestling Fundraiser - (January, February)
Raffle Drawing and Olivia Legion, Funds Used for Tournament Expenses.
- FFA - Sell Strawberries Through the Florida Fruit Association. Sales would Run From February 5-19 Funds would Go to FFA Account for Trips and Conventions

VIII.J. Move to enter closed session, under MN Statute 13.D.05: subd 3 to discuss a mid-year evaluation of superintendent James Menton and under MN Statute 13.D.03 to discuss labor negotiations strategy for upcoming negotiations. (Action).

Closed Session at 8:16 PM. Moved by Clouse and seconded by Benson. Motion passed unanimously.

VIII.K. Reopen the meeting

At 9:16PM, the open session resumed.

IX. Upcoming dates:

January 27, 2025 Regular School Board Meeting, Media Center, 7:00 p.m.

February 24, 2025 Regular School Board Meeting, Media Center 7:00 p.m.

X. Adjourn

Adjourn. This motion, made by Mary Ella Clouse and seconded by Sandy Benson, Carried. Brad Aaseth: Yea, Sandy Benson: Yea, Mary Ella Clouse: Yea, Dr. Todd Frank: Yea, Greg Peppel: Yea, Brad Retterath: Yea, Todd Sheehan: Yea

Yea: 7, Nay: 0

Chair Frank moved to adjourn the meeting at 9:28PM. Clouse moved and Benson seconded. The motion passed unanimously.

BIRD ISLAND - OLIVIA - LAKE LILLIAN ISD #2534
Operating Cash Balance
1/31/2025

Bank Name	Account Name	Account Type	Account No.	Interest Rate	Balance
Minnesota School District Liquid Asset Fund	Bird Island-Olivia- Lake Lillian #2534	General Fund	600380	n/a	\$554.01
		Payroll Account	601345	n/a	\$19.20
Citizens Alliance Bank, Lake Lillian Branch	ISD #2534 Bold Public School	14 Mo. CD			\$ -
		Money Market - MMDA	471224	0.70%	\$255,073.59
		Checking - Regular DDA	471160	0.00%	\$1,966.40
		CD Marnold Ostby Estate	209216944	2.75%	\$83,436.48
		Marnold Ostby Savings	201002552	3.03%	\$8,382.17
		Lentz Music Department	2426	3.04%	\$7,805.89
		Lentz Scholarships	2440	3.04%	\$30,308.96
		Money Market	202000939	0.25%	\$213.85
		IntraFi Cash for premium checking	282	3.00%	\$3,350,764.82
		Value Checking (Petty Cash)	2300846	0.00%	\$50,024.12
Home Town Bank	ISD 2534	Premium Checking	2701282	3.04%	\$455,222.54
		Robert Remsberg Scholar Savings Fund	1905418	0.50%	\$5,939.41
		Zetah Scholarship Savings Fund	1905143	0.50%	\$12,994.82
		Robert Remsberg Scholarship 24 Mo. CD	7793	2.23%	\$19,000.00
		Zetah Scholarship 24 Mo.CD	7775	2.23%	\$23,090.00
		Robertson Scholarship Savings Fund	6321	0.50%	\$5,111.43
F&M Bank Minnesota, Olivia	Independent School Dist 2534	Robertson Scholarship CD	20271	1.77%	\$5,000.00
Frandsen Financial Corporation, BI	ISD #2534	Sheila Madsen Mem. Scholarship 12 Mo. CD	111690	0.50%	\$819.28
Total Cash Deposits					\$4,316,256.05

Fund Summary:

District Funds	\$ 4,114,367.61
Trust Funds	_ \$ 201,888.44
Total	\$ 4,316,256.05

BIRD ISLAND - OLIVIA - LAKE LILLIAN ISD #2534

Referendum Construction Cash Balance

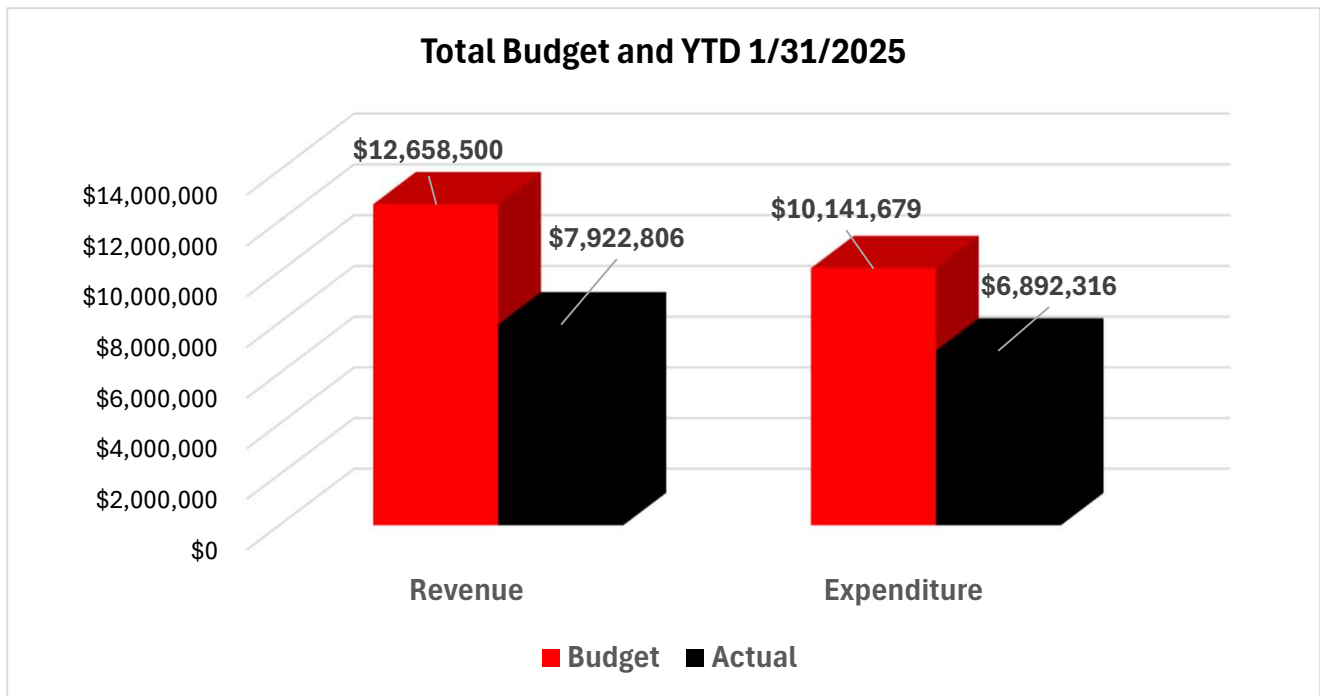
1/31/2025

Bank Name	Account Name	Account Type	Account No.	Interest Rate	Balance
Home Town Bank	ISD #2534	Referendum Checking	1607	4.07%	(\$95,125.05)
Home Town Bank	Independent School Dist 2534	Referendum IntraFi Sweep	607	4.00%	\$243,220.13
UMB	Independent School Dist 2534	Construction CDARS	22941	5.05%	\$36,052,000.57

Construction Balance \$36,200,095.65

BOLD ISD #2534
Monthly Operating Budget Report January 31, 2025

	<u>Revenue</u>	<u>% of Total</u>	<u>Expense</u>	<u>% of Total</u>
Budget	\$12,658,500		\$10,141,679	
Month Ending:				
7/31/2024	\$388,188	3.1%	\$1,223,141	12.1%
8/31/2024	\$1,116,940	8.8%	\$464,781	4.6%
9/30/2024	\$1,254,872	9.9%	\$1,103,118	10.9%
10/31/2024	\$186,330	1.5%	\$1,106,650	10.9%
11/30/2024	\$1,211,572	9.6%	\$869,157	8.6%
12/31/2024	\$2,869,064	22.7%	\$1,098,533	10.8%
1/31/2025	\$895,840	7.1%	\$1,026,936	10.1%
2/28/2025		0.0%		0.0%
3/31/2025		0.0%		0.0%
4/30/2025		0.0%		0.0%
5/31/2025		0.0%		0.0%
6/30/2025		0.0%		0.0%
Total YTD	<u>\$7,922,806</u>	<u>62.6%</u>	<u>\$6,892,316</u>	<u>67.96%</u>



Bird Island - Olivia - Lake Lillian District #2534

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 1/23/25-2/19/25

Pay/Void

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
HOME		NX	1	2390	CENTERPOINT ENERGY	01/28/2025	\$18,253.56	95485	E 01 020 810 000 000 331	Fuel for Buildings
HOME		NX	1	01320	AMERIPRISE FINANCIAL SERVICES	01/30/2025	\$382.54	95489	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	01321	HORACE MANN INS CO	01/30/2025	\$887.54	95496	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	02250	EDUCATION OF MINNESOTA/ ESI	01/30/2025	\$818.34	95492	B 01 215 000	Payroll Deductions
HOME		NX	1	02250	EDUCATION OF MINNESOTA/ ESI	01/30/2025	\$450.05	95492	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	1677	AMERICAN FUNDS GROUP	01/30/2025	\$3,172.67	95488	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	2484	THRIVENT FINANCIAL	01/30/2025	\$835.05	95508	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	3531	Farm Bureau Financial Services	01/30/2025	\$116.68	95493	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	4419	TASC	01/30/2025	\$708.32	95491	B 01 215 095	Flex-Dep Care Odd Year
HOME		NX	1	4419	TASC	01/30/2025	\$406.24	95491	B 01 215 096	Flex-Med Care Odd Year
HOME		NX	2	3093	IRS USA DEPARTMENT OF TREASURY	01/30/2025	\$31,721.20	95494	B 01 215 010	Payroll Deductions FICA W/H-Brd Share
HOME		NX	2	3093	IRS USA DEPARTMENT OF TREASURY	01/30/2025	\$11,803.18	95495	B 01 215 011	Payroll Deductions Fed W/H
HOME		NX	2	3094	PUBLIC EMPLOYEES RETIREMENT	01/30/2025	\$7,376.41	95506	B 01 215 017	Payroll Deductions PERA W/H-Brd Share
HOME		NX	2	3095	MN DEPT. OF REVENUE	01/30/2025	\$6,791.25	95507	B 01 215 013	Payroll Deductions MN St W/H
HOME		NX	2	3096	TEACHERS RETIREMENT ASSN.	01/30/2025	\$27,607.95	95509	B 01 215 018	Payroll Deductions TRA W/H-Brd Share
HOME		NX	2	3096	TEACHERS RETIREMENT ASSN.	01/30/2025	(\$11.38)	95509	B 01 215 018	S.Peterson Cr
HOME		NX	1	01320	AMERIPRISE FINANCIAL SERVICES	02/14/2025	\$382.54	95592	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	01321	HORACE MANN INS CO	02/14/2025	\$887.54	95599	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	02250	EDUCATION OF MINNESOTA/ ESI	02/14/2025	\$818.34	95595	B 01 215 000	Payroll Deductions
HOME		NX	1	02250	EDUCATION OF MINNESOTA/ ESI	02/14/2025	\$450.05	95595	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	1677	AMERICAN FUNDS GROUP	02/14/2025	\$3,172.67	95591	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	2484	THRIVENT FINANCIAL	02/14/2025	\$968.41	95611	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	3531	Farm Bureau Financial Services	02/14/2025	\$116.68	95596	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	4419	TASC	02/14/2025	\$708.32	95594	B 01 215 095	Flex-Dep Care Odd Year
HOME		NX	1	4419	TASC	02/14/2025	\$406.24	95594	B 01 215 096	Flex-Med Care Odd Year
HOME		NX	2	3093	IRS USA DEPARTMENT OF TREASURY	02/14/2025	\$33,935.12	95597	B 01 215 010	Payroll Deductions FICA W/H-Brd Share
HOME		NX	2	3093	IRS USA DEPARTMENT OF TREASURY	02/14/2025	\$12,652.02	95598	B 01 215 011	Payroll Deductions Fed W/H
HOME		NX	2	3094	PUBLIC EMPLOYEES RETIREMENT	02/14/2025	\$7,869.25	95609	B 01 215 017	Payroll Deductions PERA W/H-Brd Share
HOME		NX	2	3095	MN DEPT. OF REVENUE	02/14/2025	\$7,403.80	95610	B 01 215 013	Payroll Deductions MN St W/H
HOME		NX	2	3096	TEACHERS RETIREMENT ASSN.	02/14/2025	\$28,097.86	95612	B 01 215 018	Payroll Deductions TRA W/H-Brd Share
HOME		NX	1	00064	BREMER BANK, NA10	01/31/2025	\$91.30	95617	E 01 005 110 000 000 305	ACH Billing
HOME		NX	1	1772	XCEL ENERGY	01/31/2025	\$1,070.47	95622	E 01 015 810 000 000 330	Electrical Statement
HOME		NX	1	2812	HOMETOWN BANK	01/31/2025	\$102.34	95619	E 01 005 110 000 000 305	Merchant Bank Billing
HOME		NX	1	2812	HOMETOWN BANK	01/31/2025	\$150.00	95620	R 04 005 582 000 344 050	Merch Bank Refund - LW \$30*5 months

Bird Island - Olivia - Lake Lillian District #2534

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 1/23/25-2/19/25

Pay/Void

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
HOME		NX	1	4419	TASC	01/31/2025	\$366.50	95618	E 01 005 160 000 000 305	Admin fees	
HOME		NX	1	4671	DELTA DENTAL MINNESOTA	01/31/2025	\$1,467.26	95621	B 01 215 032	Dec Dental Ins	
HOME		NX	2	3614	HARRIS MASTERCARD	01/31/2025	\$274.37	95680	E 04 005 582 000 337 430	Discount School Supply Order	
HOME		NX	2	3614	HARRIS MASTERCARD	01/31/2025	\$17.97	95681	E 01 020 292 964 000 401	Ice for Injuries	
HOME		NX	2	3614	HARRIS MASTERCARD	01/31/2025	\$70.87	95682	E 01 005 760 000 733 442	Van gas	
HOME		NX	2	3614	HARRIS MASTERCARD	01/31/2025	\$301.99	95683	E 21 020 292 921 301 401	Roland- banner vinyl	
HOME		NX	2	3614	HARRIS MASTERCARD	01/31/2025	\$11.98	95678	E 01 020 292 964 000 401	Ice for athletic injuries	
HOME		NX	2	3614	HARRIS MASTERCARD	01/31/2025	\$137.97	95679	E 01 020 298 956 000 401	One Act Play Projection Screen	
Check Total:							\$213,251.46				
Bank HOME Total:							\$213,251.46				
REFC		NX	1	2812	HOMETOWN BANK	01/31/2025	\$30.00	95616	E 01 005 110 000 000 305	Stop Pay Fee - Lost Check	
Check Total:							\$30.00				
Bank REFC Total:							\$30.00				
Report Total:							\$213,281.46				

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 1/23/2025-2/20/2025

Pay/Void

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
HOME	52268	CH	1	6182	Tim Tanner	01/24/2025	\$50.00	95435	E 01 020 296 974 000 305	01/20 GBB Official
							Check Total:	\$50.00		
HOME	52269	CH	1	6175	Blair Miller	01/28/2025	\$150.00	95482	E 01 020 294 974 000 305	2/3 BBB Official
							Check Total:	\$150.00		
HOME	52270	CH	1	00061	CHAPPELL CENTRAL	01/28/2025	\$414.00	95451	E 01 005 865 000 381 305	checked leak in pool area, repaired leak
HOME	52270	CH	1	00061	CHAPPELL CENTRAL	01/28/2025	\$205.24	95452	E 01 005 865 000 381 305	checked and repaired leak in rm.305
HOME	52270	CH	1	00061	CHAPPELL CENTRAL	01/28/2025	\$4,599.07	95449	E 01 005 865 000 381 305	checked steam leak in boiler room, augere
HOME	52270	CH	1	00061	CHAPPELL CENTRAL	01/28/2025	\$1,557.00	95450	E 01 005 865 000 381 305	ran camera down drain, removed debris,
HOME	52270	CH	1	00061	CHAPPELL CENTRAL	01/28/2025	\$346.50	95453	E 01 005 865 000 381 305	checked out east side of building for overf
							Check Total:	\$7,121.81		
HOME	52271	CH	1	4951	CHATTERBOX CAFE	01/28/2025	\$1,449.56	95447	E 01 005 640 000 316 490	Breakfast for staff dev. 1/20/2025
							Check Total:	\$1,449.56		
HOME	52272	CH	1	00887	CITY OF BIRD ISLAND	01/28/2025	\$2,132.14	95459	E 01 015 810 000 000 330	Ball field electricity
							Check Total:	\$2,132.14		
HOME	52273	CH	1	4998	EIDE BAILLY LLP	01/28/2025	\$10,243.15	95438	E 01 005 110 000 000 305	Forensic Accounting Consulting Services
							Check Total:	\$10,243.15		
HOME	52274	CH	1	5686	EKON-O-PAC LLC	01/28/2025	\$258.00	95468	E 01 005 110 510 000 401	Supplies
HOME	52274	CH	1	5686	EKON-O-PAC LLC	01/28/2025	(\$258.00)	95468	E 01 005 110 510 000 401	Supplies
HOME	52274	CH	1	5686	EKON-O-PAC LLC	01/28/2025	\$258.00	95468	E 02 005 770 000 701 401	bags
							Check Total:	\$258.00		
HOME	52275	CH	1	5727	ETHAN SCHWINGHAMMER	01/28/2025	\$150.00	95478	E 01 020 296 974 000 305	1/31 GBB Official
							Check Total:	\$150.00		
HOME	52276	CH	1	5806	Grizzly Supply, INC	01/28/2025	\$741.90	95439	E 01 020 331 000 830 433	windows for football ticket shed
HOME	52276	CH	1	5806	Grizzly Supply, INC	01/28/2025	(\$741.90)	95439	E 01 020 331 000 830 433	windows for football ticket shed
HOME	52276	CH	1	5806	Grizzly Supply, INC	01/28/2025	\$741.90	95439	E 01 020 301 000 830 433	supplies for football field project
							Check Total:	\$741.90		
HOME	52277	CH	1	00653	H & L PRINTING	01/28/2025	\$98.00	95440	E 01 005 010 000 000 401	Window Envelopes
HOME	52277	CH	1	00653	H & L PRINTING	01/28/2025	\$65.00	95440	E 01 005 010 000 000 401	Thank you's
HOME	52277	CH	1	00653	H & L PRINTING	01/28/2025	\$14.00	95440	E 01 005 010 000 000 401	A-2 envelopes
							Check Total:	\$177.00		
HOME	52278	CH	1	6122	Heart Zones	01/28/2025	\$1,485.00	95443	E 01 020 240 000 000 430	Blink 24 Sensor

Bird Island - Olivia - Lake Lillian District #2534

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 1/23/2025-2/20/2025

Pay/Void

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
HOME	52278	CH	1	6122	Heart Zones	01/28/2025	\$44.55	95443	E 01 020 240 000 000 430	shipping	
Check Total:							\$1,529.55				
HOME	52279	CH	1	5072	HORIZON COMMERCIAL POOL SUPPLY	01/28/2025	\$475.00	95442	E 05 005 120 000 000 350	Hardware Replacement-Labor	
HOME	52279	CH	1	5072	HORIZON COMMERCIAL POOL SUPPLY	01/28/2025	\$856.00	95442	E 05 005 120 000 000 350	Trip Charge	
HOME	52279	CH	1	5072	HORIZON COMMERCIAL POOL SUPPLY	01/28/2025	\$213.32	95442	E 05 005 120 000 000 350	hardware kit	
HOME	52279	CH	1	5072	HORIZON COMMERCIAL POOL SUPPLY	01/28/2025	\$75.00	95442	E 05 005 120 000 000 350	shipping	
Check Total:							\$1,619.32				
HOME	52280	CH	1	00350	HUBIN PUBLISHING	01/28/2025	\$517.92	95448	E 01 005 110 000 000 380	ads for employment	
Check Total:							\$517.92				
HOME	52281	CH	1	6130	I.S.D. #2364 BBE SCHOOLS	01/28/2025	\$25.00	95436	E 01 020 640 000 316 366	World Language Conference	
Check Total:							\$25.00				
HOME	52282	CH	1	5470	Indianhead Foodservice Distributor, Inc.	01/28/2025	\$91.05	95475	E 02 005 770 000 701 401	SY - SUPPLIES	
HOME	52282	CH	1	5470	Indianhead Foodservice Distributor, Inc.	01/28/2025	\$1,039.02	95464	E 02 005 770 000 705 490	SY - Breakfast	
HOME	52282	CH	1	5470	Indianhead Foodservice Distributor, Inc.	01/28/2025	\$3,208.67	95465	E 02 005 770 000 701 490	SY - Lunch	
HOME	52282	CH	1	5470	Indianhead Foodservice Distributor, Inc.	01/28/2025	\$69.85	95466	E 02 005 770 000 701 490	SY - Lunch	
HOME	52282	CH	1	5470	Indianhead Foodservice Distributor, Inc.	01/28/2025	\$993.77	95472	E 02 005 770 000 705 490	SY - Breakfast	
HOME	52282	CH	1	5470	Indianhead Foodservice Distributor, Inc.	01/28/2025	\$3,144.84	95473	E 02 005 770 000 701 490	SY - Lunch	
HOME	52282	CH	1	5470	Indianhead Foodservice Distributor, Inc.	01/28/2025	\$219.25	95474	E 02 005 770 000 701 490	SY - Lunch	
Check Total:							\$8,766.45				
HOME	52283	CH	1	5803	James Cortez	01/28/2025	\$150.00	95477	E 01 020 296 974 000 305	1/31 GBB Official	
Check Total:							\$150.00				
HOME	52284	CH	1	6185	Kanoa Baynard	01/28/2025	\$150.00	95484	E 01 020 294 974 000 305	2/3 BBB Official	
Check Total:							\$150.00				
HOME	52285	CH	1	00219	MARCO TECHNOLOGIES LLC	01/28/2025	\$379.50	95455	E 01 005 110 000 000 305	Shred Service Charge	
HOME	52285	CH	1	00219	MARCO TECHNOLOGIES LLC	01/28/2025	\$57.50	95456	E 01 005 110 000 000 305	Shred Service Charge	
Check Total:							\$437.00				
HOME	52286	CH	1	00219	MARCO TECHNOLOGIES LLC	01/28/2025	\$2,100.50	95454	E 01 005 110 000 000 560	contract payment	
Check Total:							\$2,100.50				
HOME	52287	CH	1	6184	Mel Bergeson	01/28/2025	\$150.00	95481	E 01 020 296 974 000 305	2/4 GBB Official	
Check Total:							\$150.00				
HOME	52288	CH	1	3120	MINNESOTA DEED UI	01/28/2025	\$5,786.05	95457	E 01 005 930 000 000 280	Unemployment Benefits Paid	
Check Total:							\$5,786.05				

Bird Island - Olivia - Lake Lillian District #2534

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 1/23/2025-2/20/2025

Pay/Void

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
HOME	52289	CH	1	00754	NEW LONDON-SPICER SCHOOL-I.S.D. #0	01/28/2025	\$300.00	95462	E 01 020 296 979 000 369	Dance Invite Fee	
Check Total:								\$300.00			
HOME	52290	CH	1	4185	NISSEN'S DAIRY DELIVERY	01/28/2025	\$1,405.60	95467	E 02 005 770 000 701 495	Olivia-Lunch-Milk	
HOME	52290	CH	1	4185	NISSEN'S DAIRY DELIVERY	01/28/2025	\$1,362.30	95470	E 02 005 770 000 701 495	Olivia-Lunch-Milk	
HOME	52290	CH	1	4185	NISSEN'S DAIRY DELIVERY	01/28/2025	\$1,361.30	95471	E 02 005 770 000 701 495	Olivia-Lunch-Milk	
Check Total:								\$4,129.20			
HOME	52291	CH	1	5501	Northern Star Base Camp	01/28/2025	\$561.00	95444	E 21 015 298 900 301 401	Teamwork Day Trip / deposit	
Check Total:								\$561.00			
HOME	52292	CH	1	5434	Osakis Public School	01/28/2025	\$25.00	95460	E 01 020 294 975 000 369	Girls Wrestling Entry Fee	
Check Total:								\$25.00			
HOME	52293	CH	1	00765	PAN-0-GOLD BAKING CO	01/28/2025	\$239.20	95469	E 02 005 770 000 701 490	Bread	
Check Total:								\$239.20			
HOME	52294	CH	1	5901	PINE ISLAND HIGH SCHOOL	01/28/2025	\$25.00	95461	E 01 020 294 975 000 369	Girls Wrestling Entry Fee	
Check Total:								\$25.00			
HOME	52295	CH	1	1887	PITNEY BOWES PURCHASE POWER	01/28/2025	\$55.78	95458	E 01 005 110 000 000 329	Activity Charge	
Check Total:								\$55.78			
HOME	52296	CH	1	6027	Reid Bot	01/28/2025	\$150.00	95483	E 01 020 294 974 000 305	2/3 BBB Official	
Check Total:								\$150.00			
HOME	52297	CH	1	5408	RICK MARKS	01/28/2025	\$150.00	95479	E 01 020 296 974 000 305	2/4 GBB Official	
Check Total:								\$150.00			
HOME	52298	CH	1	6164	RICK MCLAIN	01/28/2025	\$150.00	95476	E 01 020 296 974 000 305	1/31 GBB Official	
Check Total:								\$150.00			
HOME	52299	CH	1	6177	Samantha Beto	01/28/2025	\$183.80	95446	E 01 005 640 000 316 490	Sound Bath	
HOME	52299	CH	1	6177	Samantha Beto	01/28/2025	\$116.20	95446	E 01 005 640 000 316 490	travel	
Check Total:								\$300.00			
HOME	52300	CH	1	3425	SCIENCE MUSEUM OF MINNESOTA	01/28/2025	\$440.00	95445	E 21 015 298 900 301 401	Science Museum field trip	
Check Total:								\$440.00			
HOME	52301	CH	1	2385	SCOTT SCHWIEGER	01/28/2025	\$150.00	95480	E 01 020 296 974 000 305	2/4 GBB Official	
Check Total:								\$150.00			
HOME	52302	CH	1	6183	Springfield Public Schools	01/28/2025	\$250.00	95463	E 01 020 294 975 000 369	Wrestling Invite	
Check Total:								\$250.00			

Bird Island - Olivia - Lake Lillian District #2534

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 1/23/2025-2/20/2025

Pay/Void

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
HOME	52303	CH	1	00113	SW/WC SERVICE COOP	01/28/2025	\$5,422.53	95437	E 01 001 206 000 433 303	Mental Health Services A. Meyers packa	
Check Total:							\$5,422.53				
HOME	52304	CH	1	00905	VISION SYSTEMS	01/28/2025	\$1,689.95	95441	E 01 020 301 000 830 433	HP Computer	
HOME	52304	CH	1	00905	VISION SYSTEMS	01/28/2025	\$53.94	95441	E 01 020 301 000 830 433	External Drive	
Check Total:							\$1,743.89				
HOME	52305	CH	1	00063	AFLAC	01/30/2025	\$1,610.56	95486	B 01 215 031	AFLAC, Mn Mut, NCPERS, HoraceMannLif	
Check Total:							\$1,610.56				
HOME	52306	CH	1	01474	BOLD EDUCATION ASSOCIATION	01/30/2025	\$2,718.48	95490	B 01 215 040	B.O.L.D. Ed Asso Dues	
Check Total:							\$2,718.48				
HOME	52307	CH	1	4345	BREMER BANK, NATIONAL ASSOCIATIO	01/30/2025	\$518.75	95502	B 01 215 028	Payroll Deductions - HSA	
Check Total:							\$518.75				
HOME	52308	CH	1	5069	CITIZENS ALLIANCE BANK	01/30/2025	\$20.00	95504	B 01 215 028	Payroll Deductions - HSA	
Check Total:							\$20.00				
HOME	52309	CH	1	4924	F&M BANK MINNESOTA	01/30/2025	\$30.00	95503	B 01 215 028	Payroll Deductions - HSA	
Check Total:							\$30.00				
HOME	52310	CH	1	5552	Greater Community Credit Union	01/30/2025	\$75.00	95498	B 01 215 028	Payroll Deductions - HSA	
Check Total:							\$75.00				
HOME	52311	CH	1	2812	HOMETOWN BANK	01/30/2025	\$1,493.84	95497	B 01 215 028	Payroll Deductions - HSA	
Check Total:							\$1,493.84				
HOME	52312	CH	1	4158	KENSINGTON BANK	01/30/2025	\$75.00	95501	B 01 215 028	Payroll Deductions - HSA	
Check Total:							\$75.00				
HOME	52313	CH	1	5963	Magnifi Financial	01/30/2025	\$40.00	95500	B 01 215 028	Payroll Deductions - HSA	
Check Total:							\$40.00				
HOME	52314	CH	1	5581	Mid Country Bank	01/30/2025	\$185.00	95499	B 01 215 028	Payroll Deductions - HSA	
Check Total:							\$185.00				
HOME	52315	CH	1	3630	MN CHILD SUPPORT PMT CENTER	01/30/2025	\$128.50	95505	B 01 215 079	Garnish 1	
Check Total:							\$128.50				
HOME	52316	CH	1	02290	MN COUNCIL 65 AFSCME	01/30/2025	\$458.86	95487	B 01 215 044	Union Dues	
Check Total:							\$458.86				
HOME	52317	CH	1	4847	UNITED WAY OF WEST CENTRAL MN	01/30/2025	\$15.00	95510	B 01 215 000	Payroll Deductions	
Check Total:							\$15.00				
HOME	52318	CH	1	5957	AGiRepair, Inc.	02/05/2025	\$1,514.00	95524	E 01 005 630 257 000 352	Ipad repair	

Bird Island - Olivia - Lake Lillian District #2534

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 1/23/2025-2/20/2025

Pay/Void

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
HOME	52318	CH	1	5957	AGiRepair, Inc.	02/05/2025	\$89.00	95524	E 01 005 630 257 000 352	Ipad repair	
Check Total:							\$1,603.00				
HOME	52319	CH	1	6175	Blair Miller	02/05/2025	\$150.00	95544	E 01 020 296 974 000 305	2/10 GBB	
Check Total:							\$150.00				
HOME	52320	CH	1	5214	BLUE TARP CREDIT SERVICES	02/05/2025	\$33.98	95514	E 01 020 810 000 000 350	non marking swivels	
Check Total:							\$33.98				
HOME	52321	CH	1	5134	BRIAN FREDRICK	02/05/2025	\$150.00	95540	E 01 020 294 974 000 305	2/7 BBB Official	
Check Total:							\$150.00				
HOME	52322	CH	1	5933	CENTURYLINK	02/05/2025	\$247.09	95539	E 01 020 810 000 000 320	Communications/Phone	
Check Total:							\$247.09				
HOME	52323	CH	1	6176	Collin Swedzinski	02/05/2025	\$150.00	95545	E 01 020 296 974 000 305	2/10 GBB	
Check Total:							\$150.00				
HOME	52324	CH	1	6163	DAN EDWARDS	02/05/2025	\$150.00	95548	E 01 020 296 974 000 305	2/11 GBB	
Check Total:							\$150.00				
HOME	52325	CH	1	5618	DISCOUNT MAGAZINE SUBSCRIPTION SE	02/05/2025	\$146.99	95523	E 01 020 620 000 000 430	Renewal for H.S. magazines	
HOME	52325	CH	1	5618	DISCOUNT MAGAZINE SUBSCRIPTION SE	02/05/2025	(\$146.99)	95523	E 01 020 620 000 000 430	Renewal for H.S. magazines	
HOME	52325	CH	1	5618	DISCOUNT MAGAZINE SUBSCRIPTION SE	02/05/2025	\$146.99	95523	E 01 020 620 000 343 470	Renewal for H.S. magazines	
Check Total:							\$146.99				
HOME	52326	CH	1	4477	EDUCATORS BENEFIT CONSULTANTS, L	02/05/2025	\$68.20	95520	E 01 005 160 000 000 305	ACS TPA Monthly Fee	
HOME	52326	CH	1	4477	EDUCATORS BENEFIT CONSULTANTS, L	02/05/2025	\$66.61	95519	E 01 005 160 000 000 305	ACS TPA Monthly Fee	
Check Total:							\$134.81				
HOME	52327	CH	1	00653	H & L PRINTING	02/05/2025	\$36.00	95513	E 01 020 211 000 000 401	student passes	
HOME	52327	CH	1	00653	H & L PRINTING	02/05/2025	\$36.00	95513	E 01 015 200 000 000 401	student passes	
Check Total:							\$72.00				
HOME	52328	CH	1	3524	I.S.D#423 HUTCHINSON HS	02/05/2025	\$240.00	95517	E 01 020 296 979 000 369	12/7 Dance Competition Entry Fee	
Check Total:							\$240.00				
HOME	52329	CH	1	6097	IMPERIAL DADE	02/05/2025	\$2,053.82	95525	E 01 020 810 000 000 401	can liners, dust mops,dust mop handles	
Check Total:							\$2,053.82				
HOME	52330	CH	1	5470	Indianhead Foodservice Distributor, Inc.	02/05/2025	\$12.70	95536	E 02 005 770 000 701 490	SY - Lunch	
HOME	52330	CH	1	5470	Indianhead Foodservice Distributor, Inc.	02/05/2025	\$467.07	95529	E 02 005 770 000 705 490	SY - Breakfast	
HOME	52330	CH	1	5470	Indianhead Foodservice Distributor, Inc.	02/05/2025	\$816.49	95530	E 02 005 770 000 705 490	SY - Breakfast	
HOME	52330	CH	1	5470	Indianhead Foodservice Distributor, Inc.	02/05/2025	\$2,707.13	95531	E 02 005 770 000 701 490	SY - Lunch	

Bird Island - Olivia - Lake Lillian District #2534

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 1/23/2025-2/20/2025

Pay/Void

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
HOME	52330	CH	1	5470	Indianhead Foodservice Distributor, Inc.	02/05/2025	\$2,741.66	95532	E 02 005 770 000 701 490	SY - Lunch	
HOME	52330	CH	1	5470	Indianhead Foodservice Distributor, Inc.	02/05/2025	\$34.62	95533	E 02 005 770 000 701 490	SY - Lunch	
HOME	52330	CH	1	5470	Indianhead Foodservice Distributor, Inc.	02/05/2025	\$251.50	95534	E 02 005 770 000 701 401	SY - SUPPLIES	
HOME	52330	CH	1	5470	Indianhead Foodservice Distributor, Inc.	02/05/2025	\$84.15	95535	E 02 005 770 000 701 401	SY - SUPPLIES	
HOME	52330	CH	1	5470	Indianhead Foodservice Distributor, Inc.	02/05/2025	\$139.44	95537	E 02 005 770 000 701 490	School Year - Warrior Cafe - Lunch	
Check Total:							\$7,254.76				
HOME	52331	CH	1	4055	LAKE COUNTRY SCALE WORKS	02/05/2025	\$350.00	95518	E 01 020 294 975 000 305	Testing of wrestling scales	
Check Total:							\$350.00				
HOME	52332	CH	1	5903	MARET GJERDE	02/05/2025	\$150.00	95339	E 01 020 294 974 000 305	01/20 BBB Official	
Check Total:							\$150.00				
HOME	52333	CH	1	3823	MARK HERMAN	02/05/2025	\$150.00	95541	E 01 020 294 974 000 305	2/7 BBB Official	
Check Total:							\$150.00				
HOME	52334	CH	1	6174	Mick Stokes	02/05/2025	\$150.00	95547	E 01 020 296 974 000 305	2/11 GBB	
Check Total:							\$150.00				
HOME	52335	CH	1	5835	NAPA Auto Parts	02/05/2025	\$19.49	95515	E 01 020 301 000 000 430	75W90	
HOME	52335	CH	1	5835	NAPA Auto Parts	02/05/2025	\$14.07	95516	E 01 020 301 000 000 430	hose connectors	
Check Total:							\$33.56				
HOME	52336	CH	1	4185	NISSEN'S DAIRY DELIVERY	02/05/2025	\$1,121.65	95528	E 02 005 770 000 701 495	Olivia-Lunch-Milk	
Check Total:							\$1,121.65				
HOME	52337	CH	1	00765	PAN-0-GOLD BAKING CO	02/05/2025	\$241.50	95526	E 02 005 770 000 701 490	Bread	
HOME	52337	CH	1	00765	PAN-0-GOLD BAKING CO	02/05/2025	\$68.25	95527	E 02 005 770 000 701 490	Bread	
Check Total:							\$309.75				
HOME	52338	CH	1	3343	POWDER RIDGE SKI AREA	02/05/2025	\$528.00	95511	E 21 015 298 900 301 369	lift tickets	
HOME	52338	CH	1	3343	POWDER RIDGE SKI AREA	02/05/2025	\$220.00	95511	E 21 015 298 900 301 369	rentals	
HOME	52338	CH	1	3343	POWDER RIDGE SKI AREA	02/05/2025	\$220.00	95511	E 21 015 298 900 301 369	lessons	
HOME	52338	CH	1	3343	POWDER RIDGE SKI AREA	02/05/2025	\$60.00	95511	E 21 015 298 900 301 369	chaperone lift tickets	
HOME	52338	CH	1	3343	POWDER RIDGE SKI AREA	02/05/2025	\$60.00	95511	E 21 015 298 900 301 369	chaperone rentals	
Check Total:							\$1,088.00				
HOME	52339	CH	1	6187	Prairie Meats Inc.	02/05/2025	\$1,168.05	95538	E 02 005 770 000 701 490	SY - Lunch	
Check Total:							\$1,168.05				
HOME	52340	CH	1	6027	Reid Bot	02/05/2025	\$150.00	95543	E 01 020 296 974 000 305	2/10 GBB	
Check Total:							\$150.00				

Bird Island - Olivia - Lake Lillian District #2534

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 1/23/2025-2/20/2025

Pay/Void

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
HOME	52341	CH	1	5409	RYAN STOTESBERY	02/05/2025	\$150.00	95546	E 01 020 296 974 000 305	2/11 GBB	
Check Total:							\$150.00				
HOME	52342	CH	1	2385	SCOTT SCHWIEGER	02/05/2025	\$150.00	95542	E 01 020 294 974 000 305	2/7 BBB Official	
Check Total:							\$150.00				
HOME	52343	CH	1	4721	SQUIRES, WALDSPURGER, & MACE, PA.	02/05/2025	\$661.03	95512	E 01 005 150 000 000 305	Legal Correspondence	
Check Total:							\$661.03				
HOME	52344	CH	1	6182	Tim Tanner	02/05/2025	\$60.00	95549	E 01 020 294 974 000 305	2/7 BBB Official	
Check Total:							\$60.00				
HOME	52345	CH	1	01894	VALLEY ELECTRIC OF OLIVIA,INC.	02/05/2025	\$196.00	95521	E 01 005 865 000 370 305	Repaired Cord on North Bleachers	
HOME	52345	CH	1	01894	VALLEY ELECTRIC OF OLIVIA,INC.	02/05/2025	\$250.99	95522	E 01 005 865 000 370 305	Replaced Breaker for Hallway and Bathro	
Check Total:							\$446.99				
HOME	52346	CH	1	4488	B & D MARKET ACCT#2501/1278 (COMM	02/12/2025	\$20.61	95560	E 04 005 582 000 337 490	Preschool/ECFE	
Check Total:							\$20.61				
HOME	52347	CH	1	6074	Baker Tilly Muncpal Advisors, LLC	02/12/2025	\$7,636.11	95580	E 06 005 870 000 000 305	BOLD Monitoring Bond	
Check Total:							\$7,636.11				
HOME	52348	CH	1	5214	BLUE TARP CREDIT SERVICES	02/12/2025	\$11.29	95584	E 01 020 810 000 000 350	drill bit, flange, washers, bolts	
Check Total:							\$11.29				
HOME	52349	CH	1	6105	BRIGHTLY SOFTWARE Inc.	02/12/2025	\$1,855.35	95579	E 01 005 630 257 000 405	Asset Essentials Core Plus	
Check Total:							\$1,855.35				
HOME	52350	CH	1	00887	CITY OF BIRD ISLAND	02/12/2025	\$2,036.51	95566	E 01 015 810 000 000 330	utilities	
Check Total:							\$2,036.51				
HOME	52351	CH	1	00435	CITY OF OLIVIA	02/12/2025	\$419.39	95568	E 02 005 770 000 701 330	utilities	
HOME	52351	CH	1	00435	CITY OF OLIVIA	02/12/2025	\$7,968.42	95568	E 01 020 810 000 000 330	utilities	
HOME	52351	CH	1	00435	CITY OF OLIVIA	02/12/2025	\$88.62	95567	E 02 005 770 000 701 330	utilities	
HOME	52351	CH	1	00435	CITY OF OLIVIA	02/12/2025	\$1,683.86	95567	E 01 020 810 000 000 330	utilities	
HOME	52351	CH	1	00435	CITY OF OLIVIA	02/12/2025	\$9.57	95569	E 02 005 770 000 701 330	utilities	
HOME	52351	CH	1	00435	CITY OF OLIVIA	02/12/2025	\$181.85	95569	E 01 020 810 000 000 330	utilities	
Check Total:							\$10,351.71				
HOME	52352	CH	1	6061	Granite Telecommunications, LLC	02/12/2025	\$198.62	95557	E 01 020 810 000 000 320	communications	
Check Total:							\$198.62				
HOME	52353	CH	1	6097	IMPERIAL DADE	02/12/2025	\$66.40	95576	E 01 020 810 000 000 401	dust mop frame, waxed liners	

Bird Island - Olivia - Lake Lillian District #2534

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Pay/Void

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
HOME	52353	CH	1	6097	IMPERIAL DADE	02/12/2025	\$832.55	95577	E 01 020 810 000 000 401	bowl cleaner, hand wash, sanitized	
Check Total:								\$898.95			
HOME	52354	CH	1	5470	Indianhead Foodservice Distributor, Inc.	02/12/2025	\$2,887.53	95554	E 02 005 770 000 701 490	SY - Lunch	
HOME	52354	CH	1	5470	Indianhead Foodservice Distributor, Inc.	02/12/2025	\$293.01	95555	E 02 005 770 000 701 401	SY - SUPPLIES	
HOME	52354	CH	1	5470	Indianhead Foodservice Distributor, Inc.	02/12/2025	\$127.91	95556	E 02 005 770 000 701 490	School Year - Warrior Cafe - Lunch	
HOME	52354	CH	1	5470	Indianhead Foodservice Distributor, Inc.	02/12/2025	\$750.46	95553	E 02 005 770 000 705 490	SY - Breakfast	
Check Total:								\$4,058.91			
HOME	52355	CH	1	3966	INTERSTATE ALL BATTERY CENTER	02/12/2025	\$48.50	95583	E 01 020 810 000 000 401	Batteries	
Check Total:								\$48.50			
HOME	52356	CH	1	00453	J. W. PEPPER & SON, INC	02/12/2025	\$22.50	95562	E 01 015 258 233 000 350	10373860E - Earth and Sky EPRINT Cond	
HOME	52356	CH	1	00453	J. W. PEPPER & SON, INC	02/12/2025	\$3.00	95558	E 01 015 258 233 000 350	Exaltation Extra Part - Bari Sax	
HOME	52356	CH	1	00453	J. W. PEPPER & SON, INC	02/12/2025	\$3.00	95558	E 01 015 258 233 000 350	Exaltation Extra Part - Mallet Percussion	
HOME	52356	CH	1	00453	J. W. PEPPER & SON, INC	02/12/2025	\$3.00	95558	E 01 015 258 233 000 350	Exaltation Extra Part - Clarinet 1	
HOME	52356	CH	1	00453	J. W. PEPPER & SON, INC	02/12/2025	\$3.00	95558	E 01 015 258 233 000 350	Exaltation Extra Part - Alto Sax 1	
HOME	52356	CH	1	00453	J. W. PEPPER & SON, INC	02/12/2025	\$4.99	95558	E 01 015 258 233 000 350	Shipping and Handling	
HOME	52356	CH	1	00453	J. W. PEPPER & SON, INC	02/12/2025	\$6.99	95561	E 01 015 258 233 000 430	995837, Recitative and Rondino Baritone S	
HOME	52356	CH	1	00453	J. W. PEPPER & SON, INC	02/12/2025	\$5.99	95561	E 01 020 258 233 000 350	Shipping and Handling	
Check Total:								\$52.47			
HOME	52357	CH	1	00090	JAHNKE WATER INC	02/12/2025	\$476.75	95559	E 01 020 810 000 000 401	bottled water, cooler rental	
Check Total:								\$476.75			
HOME	52358	CH	1	5554	MN Public Employees Insurance Program	02/12/2025	\$48,335.60	95571	B 01 215 030	BCBS-Payroll Deductions	
Check Total:								\$48,335.60			
HOME	52359	CH	1	5783	National Council of Teachers of Mathema	02/12/2025	\$99.00	95578	E 01 020 211 000 000 820	Essential Membership (Mathmatics)	
Check Total:								\$99.00			
HOME	52360	CH	1	4185	NISSEN'S DAIRY DELIVERY	02/12/2025	\$356.20	95552	E 02 005 770 000 701 495	Olivia-Lunch-Milk	
Check Total:								\$356.20			
HOME	52361	CH	1	4053	OLIVIA KIWANIS CLUB	02/12/2025	\$125.00	95574	E 01 005 110 000 000 820	Fall 2024 Membership Dues	
Check Total:								\$125.00			
HOME	52362	CH	1	00765	PAN-0-GOLD BAKING CO	02/12/2025	\$78.75	95551	E 02 005 770 000 701 490	Bread	
HOME	52362	CH	1	00765	PAN-0-GOLD BAKING CO	02/12/2025	\$55.20	95550	E 02 005 770 000 701 490	Bread	
Check Total:								\$133.95			

Bird Island - Olivia - Lake Lillian District #2534

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 1/23/2025-2/20/2025

Pay/Void

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
HOME	52363	CH	1	5698	ROBERT SLABA	02/12/2025	\$150.00	95587	E 01 020 296 974 000 305	2/17 GBB Officials	
Check Total:							\$150.00				
HOME	52364	CH	1	5409	RYAN STOTESBERY	02/12/2025	\$150.00	95586	E 01 020 296 974 000 305	2/17 GBB Officials	
Check Total:							\$150.00				
HOME	52365	CH	1	02219	SHEEHAN'S GAS CO	02/12/2025	\$37.87	95563	E 01 015 810 000 000 440	monthly meter	
HOME	52365	CH	1	02219	SHEEHAN'S GAS CO	02/12/2025	\$14,628.03	95564	E 01 015 810 000 000 440	monthly meter, refill	
Check Total:							\$14,665.90				
HOME	52366	CH	1	2708	SKATETIME SCHOOL PROGRAMS	02/12/2025	\$2,412.00	95565	E 21 015 298 900 301 401	Quad Skating	
HOME	52366	CH	1	2708	SKATETIME SCHOOL PROGRAMS	02/12/2025	\$996.00	95582	E 21 015 298 900 301 401	Quad Skating	
HOME	52366	CH	1	2708	SKATETIME SCHOOL PROGRAMS	02/12/2025	\$1,495.00	95582	E 21 015 298 900 301 401	Inline Skates	
Check Total:							\$4,903.00				
HOME	52367	CH	1	00113	SW/WC SERVICE COOP	02/12/2025	\$40.00	95588	E 01 005 110 000 000 305	Duo Toke License Renewals	
HOME	52367	CH	1	00113	SW/WC SERVICE COOP	02/12/2025	\$4,895.80	95615	E 01 005 108 405 000 316	Second 1/4 24/25 Lease Obj 570	
HOME	52367	CH	1	00113	SW/WC SERVICE COOP	02/12/2025	\$1,449.20	95615	E 01 005 108 405 000 316	Second 1/4 24/25 Lease Obj 571	
HOME	52367	CH	1	00113	SW/WC SERVICE COOP	02/12/2025	\$9,048.75	95614	E 01 005 210 000 514 303	Technology Support	
HOME	52367	CH	1	00113	SW/WC SERVICE COOP	02/12/2025	\$491.21	95614	E 01 005 630 257 302 305	Cybersecurity Service	
HOME	52367	CH	1	00113	SW/WC SERVICE COOP	02/12/2025	\$2,050.00	95575	E 04 001 590 000 350 305	SW/WC Licensed Nursing Services 24-25	
HOME	52367	CH	1	00113	SW/WC SERVICE COOP	02/12/2025	\$3,325.00	95589	E 01 005 110 000 000 305	Business Management Services	
HOME	52367	CH	1	00113	SW/WC SERVICE COOP	02/12/2025	\$2,880.00	95589	E 01 005 110 000 000 305	November Onsite Services	
HOME	52367	CH	1	00113	SW/WC SERVICE COOP	02/12/2025	\$4,200.00	95589	E 01 005 110 000 000 305	November Emergency Bus Manager Servi	
Check Total:							\$28,379.96				
HOME	52368	CH	1	6069	UMB Bank, N.A.	02/12/2025	\$300.00	95570	E 06 005 870 000 000 305	2/1/25 - 1/31/26 Fees	
Check Total:							\$300.00				
HOME	52369	CH	1	01894	VALLEY ELECTRIC OF OLIVIA,INC.	02/12/2025	\$833.88	95581	E 01 005 865 000 370 305	Temp receptacles in library	
Check Total:							\$833.88				
HOME	52370	CH	1	5914	Wayne Hennen	02/12/2025	\$150.00	95585	E 01 020 296 974 000 305	2/17 GBB Officials	
Check Total:							\$150.00				
HOME	52371	CH	1	02546	WEST CENTRAL SANITATION	02/12/2025	\$738.80	95572	E 01 015 810 000 000 332	sanitation services BI	
HOME	52371	CH	1	02546	WEST CENTRAL SANITATION	02/12/2025	\$611.82	95573	E 01 015 810 000 000 332	sanitation services BI	
Check Total:							\$1,350.62				
HOME	52372	CH	1	01474	BOLD EDUCATION ASSOCIATION	02/14/2025	\$2,718.48	95593	B 01 215 040	B.O.L.D. Ed Asso Dues	
Check Total:							\$2,718.48				

Bird Island - Olivia - Lake Lillian District #2534

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 1/23/2025-2/20/2025

Pay/Void

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
HOME	52373	CH	1	4345	BREMER BANK, NATIONAL ASSOCIATIO	02/14/2025	\$518.75	95605	B 01 215 028	Payroll Deductions - HSA
							Check Total:	\$518.75		
HOME	52374	CH	1	5069	CITIZENS ALLIANCE BANK	02/14/2025	\$20.00	95607	B 01 215 028	Payroll Deductions - HSA
							Check Total:	\$20.00		
HOME	52375	CH	1	4924	F&M BANK MINNESOTA	02/14/2025	\$30.00	95606	B 01 215 028	Payroll Deductions - HSA
							Check Total:	\$30.00		
HOME	52376	CH	1	5552	Greater Community Credit Union	02/14/2025	\$75.00	95601	B 01 215 028	Payroll Deductions - HSA
							Check Total:	\$75.00		
HOME	52377	CH	1	2812	HOMETOWN BANK	02/14/2025	\$1,493.84	95600	B 01 215 028	Payroll Deductions - HSA
							Check Total:	\$1,493.84		
HOME	52378	CH	1	4158	KENSINGTON BANK	02/14/2025	\$75.00	95604	B 01 215 028	Payroll Deductions - HSA
							Check Total:	\$75.00		
HOME	52379	CH	1	5963	Magnifi Financial	02/14/2025	\$40.00	95603	B 01 215 028	Payroll Deductions - HSA
							Check Total:	\$40.00		
HOME	52380	CH	1	5581	Mid Country Bank	02/14/2025	\$185.00	95602	B 01 215 028	Payroll Deductions - HSA
							Check Total:	\$185.00		
HOME	52381	CH	1	3630	MN CHILD SUPPORT PMT CENTER	02/14/2025	\$128.50	95608	B 01 215 079	Garnish 1
							Check Total:	\$128.50		
HOME	52382	CH	1	02290	MN COUNCIL 65 AFSCME	02/14/2025	\$525.96	95590	B 01 215 044	Union Dues
							Check Total:	\$525.96		
HOME	52383	CH	1	4847	UNITED WAY OF WEST CENTRAL MN	02/14/2025	\$15.00	95613	B 01 215 000	Payroll Deductions
							Check Total:	\$15.00		
HOME	52384	CH	1	5134	BRIAN FREDRICK	02/18/2025	\$150.00	95627	E 01 020 294 974 000 305	2/21 BBB Official
							Check Total:	\$150.00		
HOME	52385	CH	1	6030	Chad Schmiesing	02/18/2025	\$150.00	95628	E 01 020 294 974 000 305	2/21 BBB Official
							Check Total:	\$150.00		
HOME	52386	CH	1	6163	DAN EDWARDS	02/18/2025	\$150.00	95626	E 01 020 294 974 000 305	2/21 BBB Official
							Check Total:	\$150.00		
HOME	52388	CH	1	5989	Peyton Mills	02/18/2025	\$150.00	95623	E 01 020 294 974 000 305	2/18 BBB Official
							Check Total:	\$150.00		
HOME	52389	CH	1	5409	RYAN STOTESBERY	02/18/2025	\$150.00	95624	E 01 020 294 974 000 305	2/18 BBB Official
							Check Total:	\$150.00		

Bird Island - Olivia - Lake Lillian District #2534

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 1/23/2025-2/20/2025

Pay/Void

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
HOME	52390	CH	1	5607	AARON BREHMER	02/19/2025	\$150.00	95625	E 01 020 294 974 000 305	2/18 BBB Official	
Check Total:							\$150.00				
HOME	52391	CH	1	6157	Apptegy, Inc.	02/19/2025	\$8,580.00	95657	E 01 005 108 405 000 405	Thrillshare Media Subscription	
Check Total:							\$8,580.00				
HOME	52392	CH	1	5381	DFAULT PUBLISHING INC	02/19/2025	\$489.09	95649	E 01 020 211 600 000 401	Diploma covers	
Check Total:							\$489.09				
HOME	52393	CH	1	5874	ECKROTH MUSIC CO.	02/19/2025	\$50.00	95658	E 01 020 258 233 000 350	Euphonium 511747 repair	
Check Total:							\$50.00				
HOME	52394	CH	1	02205	ECOLAB PEST ELIMINATION DIVISION, IN	02/19/2025	\$152.82	95651	E 01 015 050 000 000 401	pest control	
Check Total:							\$152.82				
HOME	52395	CH	1	02501	FARMER'S CO-OP OIL COMPANY OF REI	02/19/2025	\$181.30	95656	E 01 005 760 000 733 442	vehicle supplies	
Check Total:							\$181.30				
HOME	52396	CH	1	00350	HUBIN PUBLISHING	02/19/2025	\$37.88	95653	E 01 005 110 000 000 380	ads for employment	
HOME	52396	CH	1	00350	HUBIN PUBLISHING	02/19/2025	\$69.95	95655	E 01 005 110 000 000 380	Holiday Ad	
HOME	52396	CH	1	00350	HUBIN PUBLISHING	02/19/2025	\$194.22	95654	E 01 005 110 000 000 380	ads for employment	
HOME	52396	CH	1	00350	HUBIN PUBLISHING	02/19/2025	\$323.70	95652	E 01 005 110 000 000 380	ads for employment	
Check Total:							\$625.75				
HOME	52397	CH	1	00453	J. W. PEPPER & SON, INC	02/19/2025	\$96.75	95639	E 01 015 258 231 000 430	Purple Rain SATB	
HOME	52397	CH	1	00453	J. W. PEPPER & SON, INC	02/19/2025	\$75.00	95638	E 01 015 258 231 000 430	Ain't No Love in Oklahoma	
HOME	52397	CH	1	00453	J. W. PEPPER & SON, INC	02/19/2025	\$19.99	95638	E 01 015 258 231 000 430	Shipping Rate Estimate (Best Way Ground	
Check Total:							\$191.74				
HOME	52398	CH	1	1394	KEVIN DEBOER	02/19/2025	\$120.00	95666	E 01 020 296 974 000 305	2/24 GBB Officials	
Check Total:							\$120.00				
HOME	52399	CH	1	6109	LAKELAND MEDIA	02/19/2025	\$255.98	95650	E 01 005 110 000 000 380	advertising	
Check Total:							\$255.98				
HOME	52400	CH	1	5991	MSBA	02/19/2025	\$335.00	95642	E 01 005 010 000 000 366	inv#11895 Retterath	
HOME	52400	CH	1	5991	MSBA	02/19/2025	\$135.00	95643	E 01 005 010 000 000 366	inv# 12728 Aaseth	
HOME	52400	CH	1	5991	MSBA	02/19/2025	\$135.00	95644	E 01 005 010 000 000 366	inv#12729 Clouse	
HOME	52400	CH	1	5991	MSBA	02/19/2025	\$135.00	95645	E 01 005 010 000 000 366	inv#12730 Frank	
HOME	52400	CH	1	5991	MSBA	02/19/2025	\$135.00	95646	E 01 005 010 000 000 366	inv#12731 Benson	
HOME	52400	CH	1	5991	MSBA	02/19/2025	\$135.00	95647	E 01 005 010 000 000 366	inv#12732 Menton	

Bird Island - Olivia - Lake Lillian District #2534

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 1/23/2025-2/20/2025

Pay/Void

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
HOME	52400	CH	1	5991	MSBA	02/19/2025	\$210.00	95648	E 01 005 020 000 000 366	inv#11894 Frank	
Check Total:							\$1,220.00				
HOME	52401	CH	1	5835	NAPA Auto Parts	02/19/2025	\$1.48	95659	E 01 020 301 000 000 430	o rings	
HOME	52401	CH	1	5835	NAPA Auto Parts	02/19/2025	\$13.10	95660	E 01 020 301 000 000 430	lights	
HOME	52401	CH	1	5835	NAPA Auto Parts	02/19/2025	\$12.49	95660	E 01 020 301 000 000 430	oil	
Check Total:							\$27.07				
HOME	52402	CH	1	00765	PAN-0-GOLD BAKING CO	02/19/2025	\$127.20	95662	E 02 005 770 000 701 490	Bread	
Check Total:							\$127.20				
HOME	52403	CH	1	1801	RAMBOW INC	02/19/2025	\$443.97	95640	E 04 005 505 000 321 401	Basketball T shirts	
HOME	52403	CH	1	1801	RAMBOW INC	02/19/2025	\$284.47	95641	E 04 005 505 000 321 401	Dance T shirts	
Check Total:							\$728.44				
HOME	52404	CH	1	2196	RENCO PUBLISHING, INC.	02/19/2025	\$2,156.02	95629	E 01 005 110 000 000 380	advertising	
Check Total:							\$2,156.02				
HOME	52405	CH	1	4773	SCOTT BEEKMAN	02/19/2025	\$120.00	95664	E 01 020 296 974 000 305	2/24 GBB Officials	
Check Total:							\$120.00				
HOME	52406	CH	1	3039	STEVE VERKINDEREN	02/19/2025	\$120.00	95665	E 01 020 296 974 000 305	2/24 GBB Officials	
Check Total:							\$120.00				
HOME	52407	CH	1	5217	SUPERIOR TRANSPORTATION SERVICES	02/19/2025	\$141,406.23	95663	E 01 005 760 000 720 360	February Routes	
HOME	52407	CH	1	5217	SUPERIOR TRANSPORTATION SERVICES	02/19/2025	\$11,683.43	95663	E 01 005 760 000 720 360	Jan/Feb Extra Curricular	
HOME	52407	CH	1	5217	SUPERIOR TRANSPORTATION SERVICES	02/19/2025	\$0.00	95663	E 01 005 760 000 720 441	January Fuel - Gas	
HOME	52407	CH	1	5217	SUPERIOR TRANSPORTATION SERVICES	02/19/2025	\$769.63	95663	E 01 005 760 000 720 441	January Fuel - Diesel	
Check Total:							\$153,859.29				
HOME	52408	CH	1	3282	THE MCDOWELL AGENCY, INC	02/19/2025	\$45.10	95661	E 01 005 110 000 000 305	Backround Verification Fees	
Check Total:							\$45.10				
HOME	52409	CH	1	3939	WITTMAN LANDSCAPING LLC	02/19/2025	\$5,389.02	95635	E 01 005 865 000 380 350	inv#7347	
HOME	52409	CH	1	3939	WITTMAN LANDSCAPING LLC	02/19/2025	\$2,394.80	95631	E 01 005 865 000 380 350	inv#7343	
HOME	52409	CH	1	3939	WITTMAN LANDSCAPING LLC	02/19/2025	\$19,854.90	95637	E 01 005 865 000 380 350	inv#7349	
HOME	52409	CH	1	3939	WITTMAN LANDSCAPING LLC	02/19/2025	\$19,104.90	95632	E 01 005 865 000 380 350	inv#7344	
HOME	52409	CH	1	3939	WITTMAN LANDSCAPING LLC	02/19/2025	\$870.47	95633	E 01 005 865 000 380 350	inv#7345	
HOME	52409	CH	1	3939	WITTMAN LANDSCAPING LLC	02/19/2025	\$6,202.90	95630	E 01 005 865 000 380 350	inv#7342	
HOME	52409	CH	1	3939	WITTMAN LANDSCAPING LLC	02/19/2025	\$2,532.30	95636	E 01 005 865 000 380 350	inv#7348	

Bird Island - Olivia - Lake Lillian District #2534

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HOME	52409	CH	1	3939	WITTMAN LANDSCAPING LLC	02/19/2025	\$2,400.00	95634	E 01 005 865 000 380 350	inv#7346	
Check Total:							\$58,749.29				
Bank HOME Total:							\$445,794.93				
REFC	5082	CH	1	00061	CHAPPELL CENTRAL	02/19/2025	\$5,842.50	95675	E 06 005 870 000 000 530	BOLD BP02 Olivia and Bird Island Addition	
Check Total:							\$5,842.50				
REFC	5084	CH	1	6188	Evenson Concrete Systems	02/19/2025	\$128,100.03	95671	E 06 005 870 000 000 530	BOLD BP02 Olivia Bird Island Additions an	
Check Total:							\$128,100.03				
REFC	5085	CH	1	6165	Innovative Masonry Restoration	02/19/2025	\$179,331.61	95669	E 06 005 870 000 000 530	BOLD Schools - Olivia Exterior	
Check Total:							\$179,331.61				
REFC	5086	CH	1	5394	INSTITUTE FOR ENVIRONMENTAL ASSES	02/19/2025	\$566.50	95673	E 06 005 870 000 000 305	Professional Services 12/1/2024-12/31/20	
Check Total:							\$566.50				
REFC	5087	CH	1	6158	Masters Plumbing, Heating & Cooling LLC	02/19/2025	\$135,850.00	95676	E 06 005 870 000 000 530	BOLD BP02 Olivia and Bird Island Addition	
Check Total:							\$135,850.00				
REFC	5088	CH	1	6054	Nexus Solutions LLc	02/19/2025	\$169,892.71	95674	E 06 005 870 000 000 305	Project Development and Management	
Check Total:							\$169,892.71				
REFC	5089	CH	1	3995	RAPIDS FOODSERVICE CONTRACT & DE	02/19/2025	\$38,976.60	95677	E 06 005 870 000 000 530	BOLD BP02 Olivia and Bird Island Addition	
Check Total:							\$38,976.60				
REFC	5090	CH	1	6118	Robert W. Carlstrom Co., Inc	02/19/2025	\$263,810.25	95672	E 06 005 870 000 000 530	BOLD BP02 Olivia and Bird Island Additons	
Check Total:							\$263,810.25				
REFC	5091	CH	1	6189	UHL Company	02/19/2025	\$149,910.00	95667	E 06 005 870 000 000 530	BOLD BP02 Olivia and Bird Island Additio	
Check Total:							\$149,910.00				
REFC	5092	CH	1	6166	WILLMAR ELECTRIC	02/19/2025	\$54,148.87	95668	E 06 005 870 000 000 530	BOLD BP02 Olivia and Bird Island Addition	
Check Total:							\$54,148.87				
Bank REFC Total:							\$1,126,429.07				
Report Total:							\$1,572,224.00				

NEW HIRES:

1. Laura Odland, Migrant Program Coordinator, Summer of 2025

RESIGNATIONS:

1. Trent Athmann, Junior High Football Coach, effective February 19,2025

LEAVES OF ABSENCES:

1. None

OPT 4 ** 2025-2026 CALENDAR

August 13, 14: New Teacher training
 August 18, 19, 20, 21: Teacher workshop days (1 Day for LETRS training)
 August 25: 7-12 1st day of school
 August 25 & 26: K-6 PT conferences
 August 27: K-6 1st day of school
 August 29: No School
 S-4 T-8

AUGUST 2025						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

February 11: Early Release 1:00; PLC
 February 18: 7-12 PT Conf. 3:30-7:30
 February 19: K-6 PT Conf. 3:30-7:30
 February 20: No School; K-6 PT Conf. 8:00-12:00; 7-12 Staff Development

S-19 ET-20.5 HT-20.5

September 1: No School - Labor Day
 September 10: Early Release 1:00; PLC
 September 24: 7-12 PT Conf. 3:30-7:30
 S-21 ET-21 HT-21.5

SEPTEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MARCH 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March 11: Early Release 1:00; PLC
 March 19: End of Qtr 3
 March 20: No school - Teacher workday & Staff development
 March 23: Qtr 4 begins

S-21 ET-22 HT-22

October 8: Early Release 1:00; PLC
 October 16-17: No School - MEA
 October 20: Qtr 2 begins

OCTOBER 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2026						
S	M	T	W	Th	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April 3 & 6: Spring Break; No school
 April 6: Spring Break; No school (Possible Snow Day make-up)
 April 8: Early Release 1:00; PLC

S-20 ET-20 HT-20

November 12: Early Release 1:00; PLC
 November 13: K-6 PT Conf. 3:30-7:30
 November 14: No School; K-6 PT Conf. 8:00-12:00; 7-12 Staff Development (all day)
 November 27-29: No School - Thanksgiving Break
 S-17 ET-18.5 HT-18

NOVEMBER 2025						
S	M	T	W	Th	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2026						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 13: Early Release 1:00; PLC
 May 21: Last Day of School; Early Release 1:00
 May 22: No School; Teacher Workday Graduation (Snow Day make-up)
 May 25: No School - Memorial Day
 May 26: Possible Teacher Workday (if May 22 is a snow make-up day)

S-15 ET-16 HT-16

December 10: Early Release 1:00; PLC
 December 19: End of Qtr. 2
 Dec 22: No School - Staff workday
 Dec 23-Jan. 2: No School - Winter Break
 S-15 ET-16 HT-16

DECEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2026						
S	M	T	W	Th	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

S-175 ET-183 HT-183

Snow make-up days:
 Jan. 19,

January 5: School resumes; Qtr 3 begins
 January 14: Early Release 1:00; PLC
 January 19: No School - MLK, Jr. Day Staff Development (Possible Snow Day make-up)
 S-19 ET-20 HT-20

JANUARY 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JULY 2026						
S	M	T	W	Th	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

	Quarter 1 (36)	Quarter 2 (41)	Quarter 3 (52)	Quarter 4 (43)	total	172
Start date	August 25, 2025	October 20, 2025	January 5, 2026	March 23, 2026	# of student contact days	172
End date	October 15, 2025	December 19, 2025	March 19, 2026	May 22, 2026	# of teacher contract days	

BOLD Elementary School Board Reports

[BOLD Public School Strategic Plan 2022-2025](#)

Mission Statement


"The mission of the BOLD School District is to:


Provide all learners in the BOLD community an education designed to develop the creativity, character, confidence, and skills essential to flourish in a changing global society."

Vision Statement

The BOLD School District: United to achieve excellence and expecting the best - Be BOLD.

February 2025

<p>ENROLLMENT</p>	<table border="1"> <thead> <tr> <th>Grade</th> <th>AUG</th> <th>SEPT</th> <th>OCT</th> <th>NOV</th> <th>DEC</th> <th>JAN</th> <th>FEB</th> </tr> </thead> <tbody> <tr> <td>K</td> <td>48</td> <td>48</td> <td>49</td> <td>49</td> <td>49</td> <td>50</td> <td>50</td> </tr> <tr> <td>1</td> <td>35</td> <td>33</td> <td>33</td> <td>33</td> <td>33</td> <td>33</td> <td>33</td> </tr> <tr> <td>2</td> <td>47</td> <td>48</td> <td>48</td> <td>48</td> <td>48</td> <td>48</td> <td>47</td> </tr> <tr> <td>3</td> <td>55</td> <td>53</td> <td>53</td> <td>52</td> <td>52</td> <td>51</td> <td>51</td> </tr> <tr> <td>4</td> <td>38</td> <td>36</td> <td>36</td> <td>36</td> <td>36</td> <td>36</td> <td>37</td> </tr> <tr> <td>5</td> <td>41</td> <td>39</td> <td>39</td> <td>38</td> <td>38</td> <td>39</td> <td>38</td> </tr> <tr> <td>6</td> <td>56</td> <td>56</td> <td>55</td> <td>53</td> <td>53</td> <td>53</td> <td>52</td> </tr> <tr> <td>ELEM TOTAL</td> <td>320</td> <td>313</td> <td>313</td> <td>309</td> <td>309</td> <td>310</td> <td>308</td> </tr> </tbody> </table>	Grade	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	K	48	48	49	49	49	50	50	1	35	33	33	33	33	33	33	2	47	48	48	48	48	48	47	3	55	53	53	52	52	51	51	4	38	36	36	36	36	36	37	5	41	39	39	38	38	39	38	6	56	56	55	53	53	53	52	ELEM TOTAL	320	313	313	309	309	310	308
Grade	AUG	SEPT	OCT	NOV	DEC	JAN	FEB																																																																		
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ELEM TOTAL	320	313	313	309	309	310	308																																																																		
<p>ACHIEVEMENT & OPPORTUNITY</p> <p>GOAL: Build a diverse range of academic and extracurricular opportunities that the BOLD community can access.</p>	<p>100th Day of School - January 31</p>  <p>February is "I Love to Read" Month!</p> <ul style="list-style-type: none"> - Mystery Readers - Book Fair <p>P/T Conferences</p> <ul style="list-style-type: none"> - K-4 total = <p>Spelling Bee</p> <ul style="list-style-type: none"> - Zach Swanson (6th grader) was our local winner and will compete in the Regional Spelling Bee in Redwood Falls <p>K-6 Student Council</p> <ul style="list-style-type: none"> - Application process; Voting on the 24th - Reps from Grades 3-6 - Students and staff have shared their excitement 																																																																								

	<p>Family Engagement Night</p> <ul style="list-style-type: none"> - Book BINGO night - March 4 - Meal 6:00-6:30 & BINGO 6:30-7:15
<p>RECRUITMENT & RETENTION</p> <p>GOAL: Build an environment in which our employees thrive. Hire, train, and retain high quality staff.</p>	<p>Para Training</p> <ul style="list-style-type: none"> - We have been utilizing Angie Meyer from SWWC - She has been engaging the paras in some thoughtful discussion
<p>SAFETY & WELLNESS</p> <p>GOAL: Build an environment that prioritizes safety by promoting physical and mental wellness for all.</p>	<p>Fun in PE</p>  <ul style="list-style-type: none"> - Strategy game - using teamwork - Currently finishing up a skating unit
<p>FACILITIES & MAINTENANCE</p> <p>GOAL: Build a facilities plan to help maintain and enhance our educational and technological infrastructure.</p>	

BOLD High School Board Report

[BOLD Public School Strategic Plan 2022-2025](#)

Mission Statement

"The mission of the BOLD School District is to: Provide all learners in the BOLD community an education designed to develop the creativity, character, confidence, and skills essential to flourish in a changing global society."

Vision Statement

The BOLD School District: United to achieve excellence and expecting the best – Be BOLD.

BOLD Pillars of Engagement

Engaged BOLD students are: problem solvers, feel respected and respect others, are empathetic human beings, and engaged BOLD students want to learn, they are responsible and take ownership of their learning.

January 2025 Report

ACHIEVEMENT & OPPORTUNITY GOAL: Build a diverse range of academic and extracurricular opportunities that the BOLD community can access.	<ul style="list-style-type: none"> ❖ 📊 24-25 Attendance and Behaviors ❖ Mid-quarter was Feb. 6 ❖ MN Student Survey began Feb. 24 ❖ Art Exhibit ❖ Artwork with the Fire Department
RECRUITMENT & RETENTION GOAL: Build an environment in which our employees thrive. Hire, train, and retain high quality staff.	<ul style="list-style-type: none"> ❖ Advertising for Tier 1 positions ❖
SAFETY & WELLNESS GOAL: Build an environment that prioritizes safety by promoting physical and mental wellness for all.	<ul style="list-style-type: none"> ❖ Mindful Monday Minute ❖ Immunizations
FACILITIES & MAINTENANCE GOAL: Build a facilities plan to help maintain and enhance our educational and technological infrastructure.	<ul style="list-style-type: none"> ❖ Packing and purging has seriously begun! ❖ Three teachers moving rooms in March ❖ Rooms out earlier (Wrestling by May 5, Ag by May 12)

January High School Enrollment Report 📊 K-12 Enrollment by Month

📊 7-12 24-25 Enrollment by Month

Grade	AUG	SEPT	OCT	NOV	DEC	JAN	FEB
7	58	58	56	55	56	57	57
8	36	35	34	33	33	33	32

9	53	54	54	54	54	53	54
10	52	50	48	48	47	48	47
11	50	51	53	52	52	52	52
12	51	49	50	49	48	47	47
TOTAL	300	297	295	291	290	290	289

BOLD ACTIVITIES REPORT – 2/24/25

1. OFFICE MOVING

- A. Brittany and I will be officially moved into our new office in the parking lot. We have started moving items into the trailer and hope to be set up to work there by Monday 2/24, but that is contingent on how quickly we can get set up to get work done out there. We will be adjusting to this as we go, but our accessibility to BOLD students is our biggest concern. It will be much more difficult for students to get to us when they have questions, and we will try to direct heavy traffic items into the high school office, such as when clothing orders or team pictures arrive.

2. DIGITAL TROPHY CASE

- A. We have started to make good progress with our digital trophy case. BOLD students Carson Serbus and Owen Flann, the student assistants for the AD office, have been working to clean up old trophies and take photographs to upload. Those two guys have been a big help. I also want to send a thank you to Missy Honzay for letting me borrow the yearbook camera and Mark Schwiderski for the number of hours he put in helping me get set up for this project. Mark was my resource to figure out lighting and the best way to take high quality photos of all of the trophies we need to get logged into the project. The format of the website is coming together and I hope to give the board a presentation on the progress of this at the March 2025 meeting.

3. WINTER SPORTS SURVEYS

- A. Starting around March 1, I will be sending out winter sports surveys to BOLD's student-athletes. I will be sending this out to sports individually because that will make processing the data much easier on my end. I will be starting with dance, then wrestling, girls basketball, and boys basketball. I will not be sending these out for hockey since we don't control the administration of those programs. I did reach out to the parents within the hockey programs to determine if there are changes to the co-op arrangements that they would like to see. I will deal with those concerns via the AD at the host school, if any concerns arise.

BOLD Community Pool – Report 2-2025

We closed in December 2024 for construction. The work on the inside and outside walls started in December. We drained the pool for this construction project and will need to refill after the pool is cleaned. Hopefully, we will be filling the pool soon.

Painting is almost done, with some tile work, locker room work and cleaning to happen soon. Then filling and balancing the water after that.

Work on the budget and spring programming will be the focus for the remainder of this week and into the next.

Information for the reopening will be on both websites as well as facebook and other means of communication.

Thank you

Please let me know if you have any questions
Tracey Johnson, Pool Coordinator BOLD Community Pool
Tracey.johnson@bold.k12.mn.us 320-523-1031 ext3152

Adopted: April 28, 2025

MSBA/MASA Model Policy 304

Orig. 1995

Revised: January 1, 2022

Rev. 2022

304 SUPERINTENDENT CONTRACT, DUTIES, AND EVALUATION

I. PURPOSE

The purpose of this policy is to provide for the use of an employment contract with the superintendent, a position description, and the use of an approved instrument to evaluate performance.

II. GENERAL STATEMENT OF POLICY

- A. The superintendent's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the superintendent.
- B. The specific duties for which the superintendent is accountable shall be set forth in a position description for the superintendent and shall be measured by a performance appraisal instrument approved by the school board in consultation with the superintendent. The school board shall use this instrument to periodically evaluate the performance of the superintendent.
- C. The school board may use the model contract approved by the boards of the Minnesota School Boards Association and the Minnesota Association of School Administrators as a model instrument~~(s)~~.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: None

PUBLIC NOTICE

Independent School District No. 2534 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:
 - a. That a parent or eligible student has a right to inspect and review the student's education records within 45 days after the day the request for access is received by the school district. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;
 - b. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading, or in violation of the privacy rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;
 - c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;
 - d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer, or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, and student health and welfare and the ability to respond to a request for educational data;
 - e. That the school district forwards education records on request to a school or post-secondary educational institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or

used a dangerous weapon, suspension and expulsion information pursuant to 20 U.S.C. § 7917, part of the federal Every Student Succeeds Act [*insert the following bracketed phrase if the school district has a policy regarding Staff Notification of Violent Behavior by Students*] [and data regarding a student's history of violent behavior,] and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;

- f. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 1232g and the rules promulgated thereunder. The name and address of the office that administers the Family Education Rights and Privacy Act is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202-8520

- g. That the parent or eligible student has a right to obtain a copy of the school district's policy regarding the protection and privacy of pupil records; and
- h. That copies of the school district's policy regarding the protection and privacy of school records are located online and at the District Office of Independent School District No. 2534.
2. Independent School District No. 2534 has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:
- a. It classifies records as public, private, or confidential.
- b. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
- c. It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights.
- d. It establishes procedures and regulations for access to and disclosure of education records.
- e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.
3. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon written request to the Superintendent.
4. Pursuant to applicable law, Independent School District No. 2534 gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."

"Directory information" includes the following information relating to a student: the student's name; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational

agency or institution attended by the student. "Directory information" also includes the name, address, and telephone number of the student's parent(s). "Directory information" does not include a student's social security number or a student's identification number (ID) if the ID may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number, password, or other factor known or possessed only by the authorized user. It also does not include identifying information on a student's religion, race, color, social position, or nationality.

[Note: The definition of directory information is found on page 2 of Model Policy 515. This definition includes all of the types of information specifically referenced by state and federal law as directory information. A school district may choose not to include some or all of the enumerated information as directory information. A school district also may add to the list of directory information, as long as the added data is not information that generally would be deemed as an invasion of privacy or information that references the student's religion, race, color, social position, or nationality.]

Minnesota Statutes 13.32, subdivision 5(c) states that a school district may not designate a student's home address, telephone number, email address, or other personal contact information as "directory information."

A school district also may specify in this section that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. The identity of those parties and/or purposes should be identified. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. Designation of directory information is an important policy decision for the local school board which must balance not only the privacy interests of the student against public disclosure but also the additional administrative requirements such restrictions on disclosures will place on the school district.]

- a. THE INFORMATION LISTED ABOVE SHALL BE PUBLIC INFORMATION WHICH THE SCHOOL DISTRICT MAY DISCLOSE FROM THE EDUCATION RECORDS OF A STUDENT OR INFORMATION REGARDING A PARENT.**
- b. SHOULD THE PARENT OF A STUDENT OR THE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT EXCEPT TO SCHOOL OFFICIALS AS PROVIDED UNDER FEDERAL LAW.**
- c. IN ORDER TO MAKE ANY OR ALL OF THE DIRECTORY INFORMATION LISTED ABOVE "PRIVATE" (I.E., SUBJECT TO CONSENT PRIOR TO DISCLOSURE), THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL WITHIN THIRTY (30) DAYS AFTER THE DATE OF THE LAST PUBLICATION OF THIS NOTICE. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:**
 - (1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;**
 - (2) HOME ADDRESS;**
 - (3) SCHOOL PRESENTLY ATTENDED BY STUDENT;**
 - (4) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;**
 - (5) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH IS NOT TO BE MADE PUBLIC WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT.**

- 5. Pursuant to applicable law, Independent School District No. 2534 hereby gives notice to parents of students and eligible students in grades 11 and 12 of their rights regarding release of information to military recruiting officers and post-secondary educational institutions. The school district must**

release the names, addresses, electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiters only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

SHOULD THE PARENT OF A STUDENT OR THE ELIGIBLE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT.

IN ORDER TO REFUSE THE RELEASE OF THIS INFORMATION WITHOUT PRIOR CONSENT, THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE RESPONSIBLE AUTHORITY, [DESIGNATE TITLE OF INDIVIDUAL, I.E., BUILDING PRINCIPAL], BY [INSERT DATE] EACH YEAR. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:

- (1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;**
- (2) HOME ADDRESS;**
- (3) STUDENT'S GRADE LEVEL;**
- (4) SCHOOL PRESENTLY ATTENDED BY STUDENT;**
- (5) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;**
- (6) SPECIFIC CATEGORY OR CATEGORIES OF INFORMATION WHICH ARE NOT TO BE RELEASED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT;**
- (7) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH ARE NOT TO BE RELEASED TO THE PUBLIC, INCLUDING MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS.**

Notice: Refusal to release the above information to military recruiting officers and post-secondary educational institutions alone does not affect the school district's release of directory information to the public, including military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in the Directory Information section of this notice also must be followed. If you do not want your child's or eligible student's directory information released to military recruiting officers or post-secondary educational institutions, you also must notify the school district that you do not want this directory information released to any member of the public, including military recruiting officers and post-secondary educational institutions.

INDEPENDENT SCHOOL DISTRICT NO. 2534
701 S 9th Street, Olivia, MINNESOTA 56277

Dated: May 24, 2024

Todd E. Frank

Chair

RESPONSE TO REQUEST:

The school must indicate whether it has data on the student that document any activity or behavior marked by the requester.

INFORMATION REQUESTED: *(mark all that apply)* **RESPONSE PROVIDED:** *(yes / no)*

Indicate whether you have data that document the student's:

- | | | |
|-------|--|-------|
| _____ | Use of a controlled substance, alcohol, or tobacco | _____ |
| _____ | Assaultive or threatening conduct as defined in Minn. Stat. § 13.32, Subd. 8 | _____ |
| _____ | Possession or use of weapons or look-alike weapons | _____ |
| _____ | Theft | _____ |
| _____ | Vandalism and damage to property | _____ |

CERTIFICATION: The undersigned certifies that he or she is a member of the juvenile justice system. The requested data are needed by the juvenile justice system so it may effectively serve, prior to adjudication, the student whose records are released. The undersigned will not disclose the information received to any other party, except as provided under state law, without prior written consent as required by Code of Federal Regulations, title 34, section 99.38(b). The undersigned further certifies that he or she understands that, by signing this request, he or she is subject to the penalties in Minn. Stat. § 13.09.

Signature/Title

[Note: A principal or chief administrative officer of a school who receives such a request to disclose information about a student to the juvenile justice system shall, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information before disclosing the information. If the student's parent or guardian notifies the principal or chief administrative officer within ten (10) days of receiving the certified notice that the parent or guardian objects to the disclosure, the principal or chief administrative officer must not disclose the information. The principal or chief administrative officer must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the principal or chief administrative officer must respond to the data request.]

Adopted: February 24, 2025

MSBA/MASA Model Policy 515

Orig. 1995

Revised: 05-29-2024

Rev. 2024

515 PROTECTION AND PRIVACY OF PUPIL RECORDS

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

I. PURPOSE

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 United States Code, section 1232g, *et seq.*, (Family Educational Rights and Privacy Act (FERPA)) 34 Code of Federal Regulations part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13, and Minnesota Rules, parts 1205.0100-1205.2000.

III. DEFINITIONS

A. Authorized Representative

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

B. Biometric Record

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting).

C. Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student’s attendance at a school or schools in the school district.

D. Directory Information

1. **Under federal law**, “directory information” means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes the student’s name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status (i.e., full-time or part-time); participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended. It also includes the name,

address, and telephone number of the student's parent(s). Directory information does not include:

- a. a student's social security number;
- b. a student's identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
- c. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student's identity, such as a PIN, password, or other factor known or possessed only by the student;
- d. personally identifiable data which references religion, race, color, social position, or nationality; or
- e. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student's parent or guardian.

[NOTE: Under the federal Family Educational Rights and Privacy Act (FERPA), the federal definition of "directory information" identifies the types of information that may be specifically referenced as directory information. The federal definition applies to information requests by military recruiting officers, as set out in Article XI below.]

2. **Under Minnesota law**, a school district may not designate a student's home address, telephone number, email address, or other personal contact information as "directory information."

[NOTE: Minnesota law prohibits schools from designating student contact information as "directory information" despite the FERPA definition. Minnesota schools should comply with Minnesota law and should not include student contact information in their definition of "directory information."

This June 2024 revision to the "directory information" section seeks to clarify the law; no substantive change is presented in this revision.]

[NOTE: A school district may choose not to designate some or all of the enumerated information as directory information. A school district also may add to the list of directory information, as long as the added data is not information that generally would be deemed as an invasion of privacy or information that references the student's religion, race, color, social position, or nationality. Federal law now allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. The identity of those parties and/or purposes should be identified. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. Designation of directory information is an important policy decision for the local school board who must balance not only the privacy interests of the student against public disclosure but also the additional administrative requirements such restrictions on disclosures will place on the school district.]

[NOTE: The 2024 Minnesota legislature enacted Minnesota Statutes, section 480.40, which includes a law limiting disclosure of personal information concerning "judicial officials" (school districts can review the statutory definition of "judicial official"). "Personal information" about a judicial official includes "the name of any child" and the name of any school that such a child attends if combined with an assertion that the child attends the school. School districts may not "knowingly publicly post, display, publish, sell, or otherwise make available on the Internet the personal information of any judicial official," including in response to requests for directory information.]

E. Education Records

1. What constitutes "education records." Education records means those records that are: (1) directly related to a student; and (2) maintained by the school district or by a party acting for the school district.

2. What does not constitute education records. The term “education records” does not include:
- a. Records of instructional personnel that are:
 - (1) kept in the sole possession of the maker of the record;
 - (2) used only as a personal memory aid;
 - (3) not accessible or revealed to any other individual except a temporary substitute teacher; and
 - (4) destroyed at the end of the school year.
 - b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
 - (1) maintained separately from education records;
 - (2) maintained solely for law enforcement purposes; and
 - (3) disclosed only to law enforcement officials of the same jurisdiction.
 - c. Records relating to an individual, including a student, who is employed by the school district which:
 - (1) are made and maintained in the normal course of business;
 - (2) relate exclusively to the individual in that individual’s capacity as an employee; and
 - (3) are not available for use for any other purpose.

However, records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student are education records.
 - d. Records relating to an eligible student, or a student attending an institution of post-secondary education, that are:
 - (1) made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
 - (2) made, maintained, or used only in connection with the provision of treatment to the student; and
 - (3) disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student’s choice. For the purpose of this definition, “treatment” does not include remedial educational activities or activities that are a part of the program of instruction within the school district.
 - e. Records created or received by the school district after an individual is no longer a student at the school district and that are not directly related to the individual’s attendance as a student.
 - f. Grades on peer-related papers before the papers are collected and recorded by a teacher.

F. Education Support Services Data

“Education support services data” means data on individuals collected, created, maintained, used, or disseminated relating to programs administered by a government entity or entity under contract with a government entity designed to eliminate disparities and advance equities in educational achievement for youth by coordinating services available to participants, regardless of the youth’s involvement with other government services. Education support services data does not include welfare data under Minnesota Statutes, section 13.46.

Unless otherwise provided by law, all education support services data are private data on individuals and must not be disclosed except according to Minnesota Statutes, section 13.05 or a court order.

G. Eligible Student

“Eligible student” means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education.

H. Juvenile Justice System

“Juvenile justice system” includes criminal justice agencies and the judiciary when involved in juvenile justice activities.

I. Legitimate Educational Interest

“Legitimate educational interest” includes an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person’s need to know in order to:

1. Perform an administrative task required in the school or employee’s contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student’s education;
3. Perform a service or benefit for the student or the student’s family such as health care, counseling, student job placement, or student financial aid; or
4. Perform a task directly related to responding to a request for data.

J. Parent

“Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary.

K. Personally Identifiable

“Personally identifiable” means that the data or information includes, but is not limited to: (a) a student’s name; (b) the name of the student’s parent or other family member; (c) the address of the student or student’s family; (d) a personal identifier such as the student’s social security number or student number or biometric record; (e) other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates.

L. Record

“Record” means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche.

M. Responsible Authority

“Responsible authority” means *[designate title and actual name of individual]*.

N. Student

“Student” includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.

O. School Official

“School official” includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data

practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

[NOTE: School districts may wish to reference police liaison officers in the definition of a “school official.” Depending on the circumstances of the relationship, this may be added in subpart (d) of the definition or in a new subpart (e). Caution should be used to ensure that police liaison officers are considered “school officials” only when performing duties as a police liaison officer and that they are trained as to their obligations pursuant to this policy. Consultation with the school district’s legal counsel is recommended.]

P. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

Q. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student’s education records;
2. The right to request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

B. Eligible Students

All rights and protections given to parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an “eligible student.” However, the parents of an eligible student who is also a “dependent student” are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 Code of Federal Regulations, section 99.31(a).

C. Students with a Disability

The school district shall follow 34 Code of Federal Regulations, sections 300.610-300.617 with regard to the privacy, notice, access, recordkeeping, and accuracy of information related to students with a disability.

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

1. The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
2. The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;
 - d. the consequences of giving informed consent; and
 - e. if appropriate, a termination date for the consent.
3. When a disclosure is made under this subdivision:
 - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
4. A signed and dated written consent may include a record and signature in electronic form that:
 - a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person's approval of the information contained in the electronic consent.
5. If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
 - a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. specific as to the nature of the information the subject is authorizing to be disclosed;
 - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
 - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
 - g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minnesota Statutes, chapter 256B or Minnesota Care under Minnesota Statutes, chapter 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.
6. Eligible Student Consent
Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the

student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
2. To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;
 - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
 - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made;
3. To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act, 20 United States Code, section 7917, *[insert the following if the school district has a policy regarding Staff Notification of Violent Behavior by Students]* and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minnesota Statutes, section 260B.171, unless the data are required to be destroyed under Minnesota Statutes, section 120A.22, subdivision 7(c) or section 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records that have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;
4. To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
5. In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;
 - b. determine the amount of the aid;
 - c. determine conditions for the aid; or
 - d. enforce the terms and conditions of the aid.

“Financial aid” for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution;
6. To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:

- a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released; or
 - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers;
7. To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;
 8. To accrediting organizations in order to carry out their accrediting functions;
 9. To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
 10. To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code, section 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 United States Code, section 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as a plaintiff. Also, if a

parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;

11. To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
12. To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
13. Information the school district has designated as "directory information" pursuant to Section VII. of this policy;
14. To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
15. To the parent of a student who is not an eligible student or to the student himself or herself;
16. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
17. To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
18. To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a. the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;
 - b. the existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose

information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;

19. To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minnesota Statutes, section 260B.171, subdivision 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;
20. To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minnesota Statutes, section 260B.171, subdivision 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action;

21. To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements; or
22. To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in 25 United States Code, section 5304), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.
23. When requested, educational agencies or institutions may share personal student contact information and directory information for students served in special education with postsecondary transition planning and services under Minnesota Statutes, section 125A.08, paragraph (b), clause (1), whether public or private, with the Minnesota Department of Employment and Economic Development, as required for coordination of services to students with disabilities under Minnesota Statutes, sections 125A.08, paragraph (b), clause (1); 125A.023; and 125A.027.

[NOTE: The 2024 Minnesota legislature enacted this provision.]

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

1. Pursuant to a valid court order;
2. Pursuant to a statute specifically authorizing access to the private data; or
3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. RELEASE OF DIRECTORY INFORMATION

A. Educational Data

1. Educational data designated as directory information is public data on individuals to the extent required under federal law. Directory information must be designated pursuant to the provisions of:
 - a. Minnesota Statutes, section 13.32, subdivision 5; and
 - b. 20 United States Code, section 1232g, and 34 Code of Federal Regulations, section 99.37, which were in effect on January 3, 2012.

2. The school district may not designate a student's home address, telephone number, email address, or other personal contact information as directory information under this section.
3. When requested, the school district must share personal contact information and directory information, whether public or private, with the Minnesota Department of Education, as required for federal reporting purposes.

[NOTE: This section became effective on the day following final enactment (May 19, 2023). Beginning on the effective date, a student's personal contact information subject to this section must be treated as private educational data under Minnesota Statutes, section 13.32, regardless of whether that contact information was previously designated as directory information under Minnesota Statutes, section 13.32, subdivision 5].

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an "education record," the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student (e.g., a student's activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein.

1. When conducting the directory information designation and notice process required by federal law, the school district shall give parents and students notice of the right to refuse to let the district designate specified data about the student as directory information.
2. The school district shall give annual notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
 - b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
 - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.

[NOTE: Federal law allows a school district to specify that the disclosure of directory information will be limited to specific parties, for specific purposes, or both. If the school district chooses to impose these limitations, it is advisable to add a new paragraph VII.C.1.d. that specifies that disclosures of directory information will be limited to specific parties and/or for specific purposes and identify those parties and/or purposes. To the extent a school district adds these restrictions, it must then limit its directory information disclosures to those individuals and/or purposes specified in this public notice. Procedures to address how these restrictions will be enforced by the school district are advised. This is an important policy decision for the local school board which must balance not only the privacy interests of the student against public disclosure, but also the additional administrative requirements such restrictions will place on the school district.]

3. Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.
4. A parent or eligible student may not opt out of the directory information disclosures to:

- a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
 - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
5. The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

In certain cases, state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

1. The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
 - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
 - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;

- c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
- d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
- e. whether the data concerns medical, dental or other health services provided pursuant to Minnesota Statutes, sections 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

D. Military-Connected Youth Identifier

When a school district updates its enrollment forms in the ordinary course of business, the school district must include a box on the enrollment form to allow students to self-identify as a military-connected youth. For purposes of this section, a "military-connected youth" means having an immediate family member, including a parent or sibling, who is currently in the armed forces either as a reservist or on active duty or has recently retired from the armed forces. Data collected under this provision is private data on individuals, but summary data may be published by the Department of Education.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minnesota Statutes, chapter 260E, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minnesota Statutes, chapter 260E.

Regardless of whether a written report is made under Minnesota Statutes, chapter 260E, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

1. The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
2. A complainant has access to a statement he or she provided to the school district.
3. Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minnesota Statutes, section 13.393.

4. Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
 - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
5. A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student’s parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, section 121A.40, *et seq.*

XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS

- A. The school district will release the names, addresses, electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiting officers only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.
- B. Data released to military recruiting officers under this provision:
 1. may be used only for the purpose of providing information to students about military service, state and federal veterans’ education benefits, and other career and educational opportunities provided by the military;
 2. cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces; and
 3. copying fees shall not be imposed.
- C. A parent or eligible student has the right to refuse the release of the name, address, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only) or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student

must notify the responsible authority [*designate title of individual, i.e., building principal*] in writing by [*date*] each year. The written request must include the following information:

1. Name of student and parent, as appropriate;
 2. Home address;
 3. Student's grade level;
 4. School presently attended by student;
 5. Parent's legal relationship to student, if applicable;
 6. Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
 7. Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, home phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

A. Redisclosure

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

B. Redisclosure Not Prohibited

1. Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
 - a. The disclosures meet the requirements of Section VI. of this policy; and
 - b. The school district has complied with the record-keeping requirements of Section XIII. of this policy.
2. Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 United States Code, section 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

[NOTE: 42 United States Code, section 14071 was repealed. School districts should retain this statutory reference, however, as it remains a reference in FERPA and the Minnesota Government Data Practices Act and still may apply to individuals required to register prior to the repeal of this law.]

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 Code of Federal Regulations, section 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in section 99.31(a)(3), or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPINGA. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

1. A description of records maintained;
2. Titles and addresses of person(s) responsible for the security of student records;
3. Location of student records, by category, in the buildings;
4. Means of securing student records; and
5. Procedures for access and disclosure.

D. Review of Written Plan for Securing Student Records

The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy, and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.

E. Record Keeping

1. The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record, with the education records of the student, that indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student;
 - b. the legitimate interests these parties had in requesting or obtaining the information; and
 - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.

2. In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
 - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
 - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 Code of Federal Regulations, section 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
3. Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code, section 2332b(g)(5)(B) or an act of domestic or international terrorism.

[NOTE: While Section XIII.E.1. does not apply to requests for or disclosures of directory information under Section VII. of this policy, to the extent the school district chooses to limit the disclosure of directory information to specific parties, for specific purposes, or both, it is advisable that records be kept to identify the party to whom the disclosure was made and/or purpose for the disclosure.]

4. The record of requests of disclosures may be inspected by:
 - a. the parent of the student or the eligible student;
 - b. the school official or his or her assistants who are responsible for the custody of the records; and
 - c. the parties authorized by law to audit the record-keeping procedures of the school district.
5. The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
 - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
 - b. the parties to whom the school district disclosed the information.
6. The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

1. The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
2. If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.
3. Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

1. The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
 - a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;
 - c. any schedule of standard copying charges established by the school district in its normal course of operations;
 - d. any special costs necessary to produce such copies from machine-based record-keeping systems, including but not limited to computers and microfilm systems; and
 - e. mailing costs.
2. If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.
3. The cost of providing copies shall be borne by the parent or eligible student.

4. The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request that the school district amend those records.

1. The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
2. The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
3. If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

1. If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
2. If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
3. Any statement placed in the education records of the student under Subdivision B. of this section shall:
 - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
 - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

1. The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
2. The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be

in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.

3. The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
 4. The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.
- D. Appeal
The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of Minnesota Statutes, chapter 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means **current BOLD Superintendent**.
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

- A. Where to File Complaints
Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue S.W., Washington, D.C. 20202-8520.
- B. Content of Complaint
A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

XVIII. WAIVER

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

XIX. ANNUAL NOTIFICATION OF RIGHTS

- A. Contents of Notice
The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:
 1. That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
 2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;

3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
 4. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
 5. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
 6. That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.
- B. Notification to Parents of Students Having a Primary Home Language Other Than English
The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.
- C. Notification to Parents or Eligible Students Who are Disabled
The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

XX. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by the school district shall be controlled by state and federal law.

XXI. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students at the superintendent's office.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32, Subd. 5 (Directory Information)
Minn. Stat. § 13.393 (Attorneys)
Minn. Stat. Ch. 14 (Administrative Procedures Act)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 121A.75 (Receipt of Records; Sharing)
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
Minn. Stat. Ch. 256B (Medical Assistance for Needy Persons)
Minn. Stat. Ch. 256L (MinnesotaCare)
Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 363A.42 (Public Records; Accessibility)
Minn. Stat. § 480.40 (Personal Information, Dissemination)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
18 U.S.C. § 2331 (Definitions)
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)
20 U.S.C. § 7908 (Armed Forces Recruiting Information)
20 U.S.C. § 7917 (Transfer of School Disciplinary Records)
25 U.S.C. § 5304 (Definitions – Tribal Organization)
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
42 U.S.C. § 1711 *et seq.* (Child Nutrition Act)
42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273 309 (2002)
Dept. of Admin. Advisory Op. No. 21-008 (December 8, 2021)

Cross References: MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 520 (Student Surveys)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 722 (Public Data Requests)
MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)
MSBA School Law Bulletin “I” (School Records – Privacy – Access to Data)

305 POLICY IMPLEMENTATION

I. PURPOSE

The purpose of this policy is to clarify the responsibility of the school administration for implementation of school ~~board~~ district policy.

II. GENERAL STATEMENT OF POLICY

- A. It shall be the responsibility of the superintendent to implement school ~~board~~ district policy and to recommend additions or modifications thereto. The administration is authorized to develop procedures, guidelines, and directives to effectuate the implementation of school district policies. These ~~procedures~~, guidelines, and directives shall not be inconsistent with said policies. At least annually, these written procedures, ~~guidelines, and directives~~ shall be presented to the school board for review.
- B. Employee and student handbooks shall be subject to annual review and approval by the school board.
- C. School principals and other administrators who have handbook responsibilities shall present recommended changes necessary to reflect new or modified policies. Changes of substance within handbooks shall be reviewed by the superintendent to assure compliance with school district policy and shall be approved by the school board.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)

Adopted: April 28, 2025

MSBA/MASA Model Policy 304

Orig. 1995

Revised: January 1, 2022

Rev. 2022

304 SUPERINTENDENT CONTRACT, DUTIES, AND EVALUATION

I. PURPOSE

The purpose of this policy is to provide for the use of an employment contract with the superintendent, a position description, and the use of an approved instrument to evaluate performance.

II. GENERAL STATEMENT OF POLICY

- A. The superintendent's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the superintendent.
- B. The specific duties for which the superintendent is accountable shall be set forth in a position description for the superintendent and shall be measured by a performance appraisal instrument approved by the school board in consultation with the superintendent. The school board shall use this instrument to periodically evaluate the performance of the superintendent.
- C. The school board may use the model contract approved by the boards of the Minnesota School Boards Association and the Minnesota Association of School Administrators as a model instrument~~(s)~~.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: None

302 SUPERINTENDENT

I. PURPOSE

The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent who shall serve as an ex officio, non-voting member of the school board and as chief executive officer of the school system.

III. GENERAL RESPONSIBILITIES

- A. The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.
- B. The superintendent shall annually evaluate each principal assigned responsibility for supervising a school building in the district.
- C. The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.
- D. Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the school board.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: MSBA/MASA Model Policy 202 (School Board Officers)
MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)
MSBA/MASA Model Policy 301 (School District Administration)
MSBA/MASA Model Policy 303 (Superintendent Selection)
MSBA/MASA Model Policy 304 (Superintendent Contract, Duties, and Evaluation)
MSBA/MASA Model Policy 305 (Policy Implementation)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)
MSBA/MASA Model Policy 412 (Expense Reimbursement)
MSBA/MASA Model Policy 510 (School Activities)
MSBA/MASA Model Policy 511 (Student Fundraising)
MSBA/MASA Model Policy 513 (Student Promotion, Retention, and Program Design)
MSBA/MASA Model Policy 602 (Organization of School Calendar and School Day)

MSBA/MASA Model Policy 605 (Alternative Programs)

MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)

MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)

MSBA/MASA Model Policy 802 (Disposition of Obsolete Equipment and Material)

MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

MSBA/MASA Model Policy 905 (Advertising)

MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)

MSBA/MASA Model Policy 907 (Rewards)

~~MSBA Service Manual, Chapter 3, Superintendent of Schools~~

Adopted: March 24, 2025

MSBA/MASA Model Policy 101.1

Orig. 1998

Revised: June 21, 2022

Rev. 1999

101.1 NAME OF THE SCHOOL DISTRICT

I. PURPOSE

The purpose of this policy is to clarify the name of the school district.

II. GENERAL STATEMENT OF POLICY

Pursuant to statute, the official name of the school district is Bird Island-Olivia-Lake Lillian Public School District 2534-01. However, the school district is often referred to by other informal names. In order to avoid confusion and to encourage consistency in school district letterheads, signage, publications and other materials, the school board intends to establish a uniform name for the school district.

III. UNIFORM NAME

- A. The name of the school district shall be Bird Island-Olivia-Lake Lillian Public School District 2534-01.
- B. The name specified above may be used to refer to the school district and may be shown on school district letterheads, signage, publications and other materials.
- C. In official communications and on school district ballots, the school district shall be referred to as Bird Island-Olivia-Lake Lillian Public School District 2534-01, but inadvertent failure to use the correct name shall not invalidate any legal proceeding or matter or affect the validity of any document.

Legal References: Minn. Stat. § 123A.55 (Classes, Number)

Cross References: None

Adopted: 04-28-25

MSBA/MASA Model Policy 208

Orig. 1995

Revised: 06/07/2022

Rev. 2022

208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

[NOTE: The provisions of this policy are recommendations. The procedures for policy development, adaption, and implementation are not specifically provided by statute.]

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policies shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form that is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

- A. The school board has jurisdiction to legislate policy with the force and effect of law for the school district. School district policy provides the school board's general direction for the school district while delegating policy implementation to the administration.
- B. The school district's policies provide guidelines and goals to the school community. The policies are the basis for guidelines and directives created by the administration. The school board shall determine the effectiveness of policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a school board member, employee, student, or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

IV. ADOPTION AND REVIEW OF POLICY

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a meeting after the two meetings at which public input was received. The policy will be effective on the latter of the date of passage or the date stated in the motion.

- C. In an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board in a single meeting. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The policy adopted in an emergency shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency.
- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

V. IMPLEMENTATION OF AND ACCESS TO POLICY

- A. The superintendent shall be responsible for implementing school board policies, other than the policies that cover how the school board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.
- B. Each school board member shall have access to school district policies. A copy of the school district policies shall be placed in the office of each school attendance center and in the central school district office and shall be available for reference purposes to other interested persons.
- C. The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for keeping the policies current.
- D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the school board shall review the following policies annually: 506 Student Discipline; 722 Public Data Requests; and 806 Crisis Management Policy.
- E. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the mission, educational philosophy, and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (~~General Powers of Independent School District Powers~~)
Minn. Stat. § 123B.09, Subd. 1 (~~Boards of Independent School Districts School Board Powers~~)

Cross References: MSBA/MASA Model Policy 305 (Policy Implementation)

Resolution for Acceptance of Gifts

Member _____ introduced the following resolution and moved its adoption:

WHEREAS **Lake Lillian Civic & Commerce Association** has generously donated \$200.00 to the **BOLD Music Boosters**:

THEREFORE, BE IT RESOLVED by the Bird Island-Olivia-Lake Lillian Public School District 2534-01 Board to gratefully accept these gifts.

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

And the following against the same:

The foregoing resolution was approved this 24th day of February, 2025.

Greg Peppel, School Board Clerk